



Board of Trustees Meeting

Wednesday, January 11, 2023

6:30 p.m.

Via Zoom Technology

Packet #1

NLACRC Board of Trustees Calendar
Fiscal Year 2022-23

~ January 2023 ~						
◀ December						February ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1 New Year's Day	2 New Year's Day (NLACRC offices closed)	3	4 <u>11:00am-1:00 pm</u> Consumer Advisory Committee Meeting <u>5:30 pm</u> Nominating Committee meeting	5 <u>9:30 am</u> Vendor Advisory Committee (full meeting)	6	7
8	9	10	11 <u>5:30 pm</u> Board Packet Review (Zoom) <u>6:30 pm</u> Board Meeting (Zoom)	12	13	14
15	16 Martin Luther King Day (NLACRC closed)	17	18 <u>6:00 pm</u> Government/Community Relations	19	20	21
22	23	24	25 <u>5:30 pm</u> Post-Retirement Medical Trust <u>6:15 pm</u> Administrative Affairs <u>7:45 pm</u> Executive Committee	26 <u>5:30 pm</u> Board Training ARCA Presentation	27	28
29	30 <u>6:00 pm</u> Board Training Cultural Competency & Implicit Bias Training	31				

Please note that all meetings will be held via Zoom until further notice.

NLACRC Board of Trustees Calendar
Fiscal Year 2022-23

~ February 2023 ~							
◀ January							March ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
			1 <u>11:00am-1:00 pm</u> Consumer Advisory Committee Meeting	2 <u>9:30 am</u> Vendor Advisory Committee Meeting (break-out groups)	3	4	
5	6 <u>6:00 pm</u> Strategic Planning Committee Meeting	7	8 <u>5:30 pm</u> Board Packet Review (Zoom) <u>6:30 pm</u> Board Meeting (Zoom)	9	10	11	
12	13	14 Valentine's Day	15 <u>6:00 pm</u> Consumer Services Committee Meeting	16	17	18	
19	20 President's Day (NLACRC offices closed)	21 <u>6:00 pm</u> Board Training-Vendorization, Quality Assurance & Resources Development	22 <u>6:00 pm</u> Administrative Affairs Committee Meeting <u>7:30 pm</u> Executive Committee Meeting	23	24	25	
26	27 <u>5:30 pm</u> Nominating Committee Meeting	28					

Please note that all meetings will be held via Zoom until further notice.

North Los Angeles County Regional Center
Board of Trustees Meeting - *Via Zoom*
Wednesday, January 11, 2023
6:30 p.m.

~ **AGENDA** ~

1. **Call to Order & Welcome** – Ana Quiles, Board President
2. **Housekeeping**
 - A. Spanish Interpretation Available
 - B. Public Attendance (please note name in Chat)
 - C. Board Support Updates
3. **Board Member Attendance** – Lizeth Chavez, Executive Administrative Assistant
4. **Introductions**
 - A. Brian Gatus, Board Member
 - B. Dr. Michael Fernandez, Diversity, Equity, and Inclusion Supervisor
5. **Public Input & Comments** (3 minutes)
6. **Consent Items**
 - A. Approval of Agenda (*Page 4*)
 - B. Approval of November 9, 2022 Board Meeting Minutes (*Page 8*)
7. **Executive Session**
 - A. Union Negotiations
8. **Committee Action Items**
 - A. Consumer Services Committee – Andrew Ramirez
 1. Approval of the Revised Critical Calendar (*Page 19*)
 2. Approval of the Revised Fair Hearing Service Standards (*Page 23*)
 - B. Executive Committee
 1. Approval of Board Annual Training Plan FY2023-24 (*Page 33*)
 2. Approval of Revised Board Member Responsibilities Policy (*Page 34*)
 - C. Additional Action Items:

Administrative Affairs Committee – David Coe

1. Approval of Contracts
 - a. Modern Support Services HL1015-520 *(Page 35)*
 - b. Liberman-Bert, Lucia PL0496-625 *(Page 38)*
 - c. 24Hr Homecare PL2137-102 *(Page 41)*
 - d. Zooz Fitness PL2143-008 *(Page 45)*

9. **Executive Director’s Report** – Ruth Janka *(Page 49)*

10. **Self-Determination Program (SDP) Report** – Gabriela Eshrati *(Page 104)*
 - A. SDLVAC Liaison Report *(Page 110)*

11. **Administrative Affairs Committee** – David Coe
 - A. Minutes of the October 26th Meeting *(Page 112)*
 - B. Minutes of the November 30th Meeting
 - C. FY2022-2023 Financial Report *(Attachment 1)*
 - D. Monthly Human Resources October Report *(Attachment 2)*
 - E. Personnel Classification and Compensations *(Page 117)*

12. **Association of Regional Center Agencies** – Lety Garcia
 - A. ARCA Liaison Report *(No Report)*

13. **Consumer Advisory Committee** – Jennifer Koster
 - A. Minutes of the November 2nd Meeting *(Page 127)*
 - B. Minutes of the January 4th Meeting *(Page 129)*
 - C. Chair Board of Trustees Report

14. **Consumer Services Committee** – Andrew Ramirez
 - A. Minutes of the November 16th Meeting

15. **Executive Committee** – Ana Quiles
 - A. Minutes of the October 26th Meeting *(Page 131)*
 - B. Minutes of the November 30th Meeting
 - C. Minutes of the December 30th Meeting
 - D. Committee List Update *(Page 137)*
 - E. Monthly Board Support Check-In Meeting with Executive Members
 - F. FY2022-23 Board vs Expenditures *(Page 138)*
 - G. Board Resolution for Workers Compensation Insurance Coverage CY2023 *(Page 139)***
 - H. Master Board Resolution - Angel Wings HL0998-880 *(Page 140)***

- I. Master Board Resolution - Pyles & Associates PL2121-062 *(Page 145)***
- J. Master Board Resolution – Covid 19 Contract *(Page 146)***
- K. Master Board Resolution – Covid 19 Subcode *(Page 149)***
- L. Master Board Resolution – Tailored Day Services *(Page 152)***
- M. Master Board Resolution – SCV Expansion Project *(Page 155)***
- N. Master Board Resolution – SFV Expansion Project *(Page 157)***
- O. Master Board Resolution – SFV Reconfiguration Project *(Page 159)***
- P. Master Board Resolution - Citi National Bank *(Page 161)***

16. Government & Community Relations Committee – Jordan Feinstock

- A. Next Meeting is Scheduled for January 18, 2023 at 6:00pm

17. Nominating Committee – Lillian Martinez

- A. Redacted Minutes of the November 14th Meeting *(Page 162)*
- B. Status of Board and VAC Recruitment
- C. Interest and Recommendations in Serving as a Board Officer, ARCA Delegate, ARCA Alternate, CAC Chair or CAC Vice-Chair in FY2023-24

18. Post-Retirement Medical Trust Committee – Ana Quiles

- A. Minutes of the October 26th Meeting

19. Strategic Planning Committee – Lety Garcia

- A. Minutes of the November 7th Meeting
- B. 2023 Performance Contract Metric Status Update

20. Vendor Advisory Committee – Suad Bisogno

- C. Minutes of the November 3rd Meeting *(Page 166)*
- D. Minutes of the January 5th Meeting - *defer*

21. Old Business/New Business

- A. Board and Committee Meeting Attendance Sheets *(Page 175)*
- B. Board and Committee Meetings Time Report *(Page 185)*
- C. Updated Acronyms Listing *(Page 187)*
- D. Meeting Evaluation Form – fillable *(Page 193)*

22. Announcements/Information/Public Input

- A. **Next Meeting: Wednesday, February 8, 2023 at 6:30pm**
- B. Public Meeting Attendance
- C. Board Training: Cultural and Linguistic Competency, January 30th at 6:00pm, via Zoom

- D. Board Presentation: Association of Regional Center Agencies (ARCA), January 26th at 5:30pm, via Zoom
- F. FFRC AV Parent Support Group, January 12th at 11:00am
- G. Virtual Cafecito Entre Nos, January 12th at 11:30am
- H. FFRC Functional Ways to Incorporate Speech & Language into Everyday Activities, January 17th & 24th at 1:00 pm
- I. Different Thinkers, Different Learners Workshop, January 24th at 10:00 am
- J. FFRC Life After High School, January 26th at 6:00 pm

Please refer to NLACRC's website for the Calendar of Events, which includes a link for the Family Focus Resource Center, for information regarding more support groups, training opportunities, dates, times, and links – www.nlacrc.org

23. Adjournment



*** Due to the urgency of having this contract approved for service delivery the contract was approved by the Executive Committee on November 30, 2022 and December 30, 2022.*

**Minutes of Regular Meeting
of
North Los Angeles County Regional Center
Board of Trustees**

The Board of Trustees of North Los Angeles County Regional Center, Inc., a nonprofit corporation, held their regular board meeting via Zoom on **November 9, 2022**

Trustees Present

Ana Quiles
Alma Rodriguez
Brian Gatus
David Coe
Leticia Garcia
Lillian Martinez
George Alvarado
Andrew Ramirez
Jennifer Koster
Jordan Feinstock
Nicholas Abrahms
Rocio Sigala
Sharmila Brunjes
Suad Bisogno
Cathy Blin

Guests Present

Isabel Romero – Interpreter
Azucena Bustillos - Interpreter
Jasmine Barrios- Minutes Services
Lori Walker - SDLAC
Anthony Rodriguez
Victoria Berry
Richard Dier - SDLAC
Noa Goldfill
Nicholas Marquovich
Lia Cervantes Lerma - SCDD
Iris Cohen
Elizabeth DeFrancis
Eileen Zaroff
Uvence Martinez - DDS

Staff Present

Ruth Janka
Vini Montague
Maddy Gonzalez
Lilliana Windover
Gabriella Eshrati
Dr. Michael Fernandez
Lilliana Windover
Cristina Preuss
Clarence Foster
Evelyn McOmie
Sheila King
Tiffani J. Newman
Evan Ingber

Trustees Absent

Sylvia Brooks- Griffin

1. Call to Order & Welcome – Ana Quiles, Board President

Ana called the meeting to order at 6:31 p.m.

2. Housekeeping

A. Spanish Interpretation Available

Ana informed attendees that instructions for Spanish Interpretation in are located the chat.

B. Public Attendance

Ana asked public attendants are to notate their name in the chat.

C. Board Member Self-Evaluation Forms for renomination due December 15th, 2022.

D. Board Support Updates

Ana reminded Board Members to submit monthly billing to Board Support in a timely manner. She also advised Members to revise their Zoom Names to their full name and “Board Member” so that Board Support to easily identify Members when moving to Executive Committee.

Ana noted that there has been some feedback from the community in terms of understanding where the group is on the agenda when moving through the meeting. These concerns will be addressed by noting the Item and the page number of the item being reviewed. Ana also clarified that Action Items have been thoroughly discussed and voted on in Committee Meetings throughout the past month. Any member of the public who would like more context on Action Items, can attend Committee Meetings or review the Meeting Minutes prior to the Board Meeting.

3. **Board Member Attendance** – Maddy Gonzalez, Executive Administrative Assistant
Maddy Gonzalez took attendance of Board Members; a quorum was present.

4. **Introductions**

- A. Ana Quiles, Board President

Ana Quiles has been a Board Member at NLACRC since February 2020, she is the parent of 2 consumers. She has 2 daughters, aged 18 and 11 years old and has been married for 22 years. She was raised in Santa Clarita, moved to the Antelope Valley where she currently lives and owns a tree nursery. She is very hopeful and excited for her continued work at NLACRC.

- B. Evan Ingber, Training and Development Supervisor

Evan has been with NLACRC for 7 years. He began as a Public and Information Specialist and was promoted to his current role 4 years ago. He has a bachelor's degree from CSUN and holds several certifications. In his role as Training and Development Supervisor, Evan runs the training unit, conducts New Hire Orientations and serves on both the Consumer Services and Government and Community Relations Committees. He is appreciative for the continued partnership between the Board and NLACRC and is excited for the future.

5. **Public Input**

Lia Cervantes-Lerma from SCDD, announced the Self-Advocate Training on November 17th. SCDD Monday Trainings at 10 am have added a new date: December 5th in English and December 12th in Spanish.

Victoria Berrey, from Family Focus Resource Center shared that there were several outreach events in October. These included the Resource Fair at CalState Northridge, Lancaster Halloween Event with AV Seed and Grow, and the Santa Clarita Festival Educational. Upcoming outreach events include the Supporting and Empowering Parents and Caregivers on November 12th, The Art of Resilience Festival on November 19th.

Eileen Zaroff is a Service Provider who provides Healthy Relationships and Sexual Maturity Classes for 20-22 people. In-person meetings had to stop due to social distancing limitations. She recently became aware that the Alternative Services exception will be discontinued on December 31, 2022. She shared that if this deadline is not extended, consumers will lose

access to these services. She is requesting an update on how she should proceed with her currently scheduled classes.

6. Consent Items

A. Approval of Agenda

Ana Quiles noted the removal of Item VII: Executive Session, as there are no applicable topics. An item C was added to Consent Items, Item C: Board Meeting Minutes Revision

M/S/C (J. Feinstock/G. Alvarado) To approve the agenda as revised.

B. Approval of October 12th Board Meeting Minutes

M/S/C (J. Feinstock/G. Alvarado) To approve the Minutes as presented.

C. Board Meeting Minutes Revision

On page 5, Section C of the September 14th Board Meeting Minutes, there was a motion to approve the Onboarding Policy through a workgroup. A previous iteration of the agenda listed the agenda Item C as an “Ad Hoc Committee”, instead of a “workgroup”, which requires a different approval process. The request is to change any instance of “Ad-hoc committee” to “workgroup” in the Minutes as per the recommendation of Dr. Jesse Weller and Andrew Ramirez.

Ruth noted that a workgroup allows for policy development without the formal process as found in an ad-hoc committee. The formal process would include having an agenda, review and approval items, meeting minutes, etc. The workgroup does not require the formalities of an ad-hoc committee, which would help avoid delay in the development of the Onboarding policy.

M/S/C (J. Feinstock/A. Ramirez) To approve the revision to the September 14th Board Meeting Minutes as presented

7. Committee Action Items

A. Strategic Planning Committee – Leticia Garcia

1. Presentation of Revised NLACRC's 2022-2026 Strategic Plan - Ami Sullivan
Ami, from Kinetic Flow, reviewed the revised Strategic Plan as presented in the packet. She shared a high-level overview of the purpose of the plan, how it outlines with NLACRC’s Mission, Vision and Values statements, focus areas, action items and outcome measures to track progress for this 4-year plan. The Board will be presented with updates on the Strategic Plan on an annual basis, at which point can be revised based on the analysis of the outcomes.

Each Regional Center creates their own Strategic Plan, although there are many similarities, each plan is customized to address the community needs and problems in their respective catchment area.

The Strategic Planning Committee meets on a quarterly basis, anyone interested in attending to hear more about the continued progress of the Strategic Plan is welcome to join.

2. Approval of Revised NLACRC's 2022-2026 Strategic Plan

M/S/C (J. Feinstock/D. Coe) to approve the revised Strategic Plan as presented. The motion passed with 1 opposition from B. Gatus.

B. Approval of Consumer Services and Government Community & Relations Revised Critical Calendars

The revised Critical Calendars were reviewed as presented in the packet.

M/S/C (G. Alvarado/ C. Blin) to approve the revised Critical Calendars as presented. The motion passed with 1 opposition from J. Feinstock.

C. Administrative Affairs Committee – David Coe

1. Diamond Adult & Senior Concierge PL2126-062
POS Contract – Provides Personal Assistance Services
5-year contract effective November 1, 2022 through October 31, 2027
Projected total contract amount is \$4,064,432.40
Projected to serve 31 consumers per month.

It was noted that the rate is based on a POS average, and is only a projection of consumers served.

M/S/C (J. Feinstock/G. Alvarado) To approve the Diamond Adult & Senior Concierge PL2126-062 Contract as presented. The motion passed with 3 abstentions from A. Quiles, L. Martinez and R. Sigala.

2. Waterson Huth & Associates PD3828-610
POS Contract – Provides attorney services
5-year contract effective December 1, 2022 through November 30, 2027
Projected total contract amount is \$8,727.50
Projected to serve 2 consumers per year.

It was noted that this service is to support families when they are appealing IHSS. This firm would provide representation in that particular area and has

another vendorization with another Regional Center. Ruth Janka noted that there is no provision for regional centers to fund representation for Fair Hearings per DDS.

Leticia Garcia requested that the contract be amended to include all applicable services provided, and to specify what languages in which services can be provided other than English.

M/S/C (A. Quiles/A. Rodriguez) To approve the Waterson Huth & Associates PD3828-610 Contract as presented.

D. Executive Committee – Ana Quiles

1. Approval of CY23 Performance Contract

This contract is a performance-based accountability system in which all Regional Centers are required to participate. Ruth presented the revised contract with 2 additional measures:

Goal #7: To increase intake applications for children aged 2 to 7 years old.

Activities include: Outreach to various agencies to reach children who were not recruited from 2020-2022, due to COVID-19.

- Mainstream preschools
- Special education preschools
- Kindergartens
- School councils
- English Language Advisory Committees (ELAC)
- Daycares
- Child Resource Centers

Goal #8: To increase the number of families securing appropriate resources to meet their individualized needs through service coordination.

Activities include:

- Increase partnerships with Community-Based Organizations (CBOs) regarding generic resources
- Tracking advocacy assistance for families
- Explore a Generic Resource Specialist position
- Generic Resource Application Boot Camp
- Increase virtual generic resource materials for staff

M/S/C (J. Koster/D. Coe) To approve the revised Performance Contract as presented.

E. Vendor Advisory Committee - Suad Bisogno

1. Approval of Committee Member Self Evaluation Renomination Form

Suad shared this revised form as presented in the packet.

M/S/C (R. Sigala/C. Blin) To approve the Committee Member Self-Evaluation Renomination form as presented.

8. Additional Action Items

A. Approval of Contracts

1. Sheridan Group

Operations Contract – Provides for new furniture and installation at the San Fernando Valley location, as part of the reconfiguration project. This will include the addition of more cubicles and office spaces. The vendor who is being used is the same vendor who assisted in the design of the other locations.

Contract Term: November 1, 2022 to June 30, 2023

Projected total contract amount is \$302,132.85

M/S/C (B. Gatus/C. Blin) To approve the contract as presented.

9. Executive Director's Report - Ruth Janka

Ruth summarized the contents of the report as presented in the packet; highlights are outlined below.

Staffing

Public Information Officer- Robert Dhondrup will be leaving NLACRC as he pursues an opportunity for a new career venture. While the NLACRC recruits for a replacement, the Public Information Team will report to Ruth Janka, the Executive Director.

Outreach Language Specialists – 2 Outreach Language Specialists have joined NLACRC. Both positions are organized within the Diversity, Equity, Inclusion Unit, and will report to Dr. Fernandez. These positions will support both the Language Access and Cultural Competency plan as well in the community.

Director of Consumer Services and Adult and Transition Services all the center of recruits for this Director position, consumer services managers Donna Rentsch and Emmanuel Gutierrez are providing support and direction to the San Fernando Valley Adult Transition team.

As of September 30, 2022, the Center has 726 positions authorized, 6 positions on hold, 98 vacant positions (52 are service coordinator positions), 608 positions filled. Annualized turnover rate is 0.23%.

Transportation Services

Keolis, NLACRC's vendored transportation service provider, is experiencing a shortage of drivers which is impacting the provider's ability to return individuals to

in-person day programs. NLACRC is meeting with R&D Transportation, the transportation broker, to discuss routes and day program transportation needs.

Virtual Festival Educational

This is an annual event at NLACRC, scheduled for November 5th from 9:00 am to 2:00 pm with this year's theme "Be Your Best Advocate". Presenters include Vance Taylor, Chief from California Office of Emergency Services, Dr. Francis, College of the Canyons, and Chris Arroyo, State Council on Developmental Disabilities. Additionally, self-advocates will share their personal stories of advocacy.

Inclusion, Equity and Diversity Policy

The second quarter training is "LGBTQ+ Best Practices"; and was held on October 27th for all staff. The focus of this training was familiarity with LGBTQ+ history, language and terminology, increased knowledge and understanding of LGBTQ+ identities and differences, and best practices for creating safe/supportive spaces/environments.

Little Hoover Commission

Little Hoover Commission, is an independent state oversight agency that investigates state government operations and policy, and makes recommendations to improve efficiency and services and state operations. The little Hoover commission is currently investigating the developmental disabilities service system and ways to make the system better. The commission held its first hearing on October 13 and will hold its second hearing on November 10, 2022.

Quality Incentive Program

Workgroup met on 10/19/2022 and provided an update on the program. Four incentives have been implemented, Service Access and Workforce Capacity (\$8,000 per vendor completing the DDS survey), Prevention & Wellness (Preventative care in ARFPSHNs), Employment Access and Employment Capacity.

Employment Workgroup Meeting

This group met on 10/17/22 and discussed the increase in competitive integrated employment prior to the pandemic and decrease in employment as a result of to the pandemic. DDS has received 128 applications for the Employment Grant, the applications are under review and awards are expected end of November or early December. DDS is developing a Subminimum Wage Pilot Program for individuals exiting Work Activity Programs or high school. As of September 2022, there were 2,825 individuals participating in WAPs. A timeline for availability of the pilot program has not yet been provided.

10. Self Determination Program (SDP) – Gabriela Eshrati

A. SDP Report

Gabriela Eshrati reviewed the SDP Report as presented in the packet.

As of October 1st, 158 participants have transitioned into the SDP program, with 33 spending plans in progress.

SDP Resource Fair will take place in-person on November 19, 2022 at the SFV office from 11 am to 1:30 pm.

There is a requirement for IF's to be vendored under 099, to provide transition support to anyone entering the SDP Program. Up to 40 hours can be obtained and IF's must be vendored. A letter was sent by the Volunteer Local Advisory Committee, outlining their concerns.

FMS Providers are not accepting new transitions until February 1, 2023 due to delays in start dates during the holiday season.

There were 137 Spending Plans that needed to be aligned with new allocation requirements, so far 37 spending plans have been completed.

A basic informational survey will be sent out regarding barriers to the Self Determination Program and RFPs have been issued for the 2021-22 and 2022-23 funds that will be closing in 20 days to commence the selection process.

11. Administrative Affairs Committee – David Coe

Ana reviewed the information as presented in the packet.

A. Minutes of the October 26th Meeting - *defer*

B. Regional Center Operations & Purchase of Services Contract Process Training

Ana recommended this training to anyone interested in the process for selecting vendors and developing POS contracts

C. FY2022-2023 Financial Report

D. Monthly Human Resources Report

12. Association of Regional Center Agencies - Leticia Garcia

Ana reviewed the information as presented in the packet.

A. ARCA Liaison Report

13. Consumer Advisory Committee – Jennifer Koster

Ana reviewed the information as presented in the packet.

A. Minutes of the October 5th Meeting - *defer*

B. Minutes of the November 2nd Meeting - *defer*

C. CAC Liaison Report

14. Consumer Services Committee – Andrew Ramirez

Ana reviewed the information as presented in the packet.

- A. Minutes of the October 19th Meeting
- B. 1st Quarter Consumer Diagnostic Report
- C. 1st Quarter Consumer Diagnostic Report by Age
- D. 1st Quarter Consumer Intake report
- E. 1st Quarter Exceptions Report
- F. 1st Quarter Appeals/NOA Reports by Ethnicity/Age, etc.
- G. 1st Quarter 4731 Report
- H. 1st Quarter Community Resource Development Plan (CRDP) Report

15. Executive Committee – Ana Quiles

Ana reviewed the information as presented in the packet.

- A. Minutes of the October 26th Meeting - *defer*
- B. Tigertail Adult 4 PL2118-109
- C. Essential Pay
- D. FY2022-23 Board vs Expenditures

16. Government & Community Relations – Jordan Feinstock

Ana reviewed the information as presented in the packet.

- A. Minutes of the October 19th Meeting

17. Nominating Committee - Lillian Martinez

Ana reviewed the information as presented in the packet.

- A. Redacted Minutes of the October 5th Meeting

18. Post-Retirement Medical Trust Committee – Ana Quiles

Ana reviewed the information as presented in the packet.

- A. Minutes of the October 26th Meeting - *defer*
- B. Statement of Current PRMT Trust Value
- C. Statement of Current UAL Trust Value

19. Strategic Planning Committee- Leticia Garcia

Ana reviewed the information as presented in the packet.

- A. Minutes of the September 26th Meeting
- B. Minutes of the October 24th Meeting

20. Vendor Advisory Committee – Suad Bisogno

Ana reviewed the information as presented in the packet.

- A. Minutes of the October 6th Meeting –*defer*
- B. Minutes of the November 3rd Meeting –*defer*

21. Old Business/New Business

Ana reviewed the information as presented in the packet.

- A. Board and Committee Meeting Attendance Sheets

- B. Board and Committee Meetings Time Report
- C. Updated Acronyms Listing
- D. Meeting Evaluation Form - fillable

Ana shared that this form will be available for Board and Committee Members to provide feedback on meetings by submitting this form to Board Support.

22. Announcements/Information/Public Input

- A. Next Meeting: Wednesday, January 11, 2023 at 6:30pm
- B. Public Meeting Attendance (Page 215)
- C. Festival Educacional Virtual, November 5th, 9:00 am
- D. FFRC Taller basico de IEP, November 8th, 11:00am
- E. Virtual Alianza de Hombres, November 8th, 7:00pm
- F. FFRC IEP Basics Workshop, November 9th, 11:00am
- G. Virtual Cafecito Entre Nos, November 10th, 11:00am
- H. AV Parent to Parent Support Group, November 10th, 11:00am
- I. FFRC Mamas Latina Grupo de Apoyo, November 14th, 6:30pm
- J. FFRC Taller Avanzado de IEP, November 15th, 11:00am
- K. NLACRC Self-Advocacy Group Meeting, November 15th, 10:45am
- L. FFRC Advanced IEP Workshop, November 16th, 11:00am
- M. Parents of Adult Consumers Support Group, November 16th, 6:30pm
- N. NLACRC's Virtual Town Hall: Parent/Consumer Perspective – Transition Age Services, November 17th, 1:30pm
- O. Filipino Support Group, November 21st, 6:30pm P. Cultivar y Crecer, November 25th, 6:30pm

Nicholas Markevich, a consumer stated that he would like to know how to facilitate the removal of the mask mandate at Desert Haven, if possible. Ana stated that Nicholas can submit his information and an NLACRC staff member will reach out to him for further discussion. Multiple people echoed Nicholas' sentiments in the chat.

Ana Quiles noted that she and Alma Rodriguez ran in their local school board election, results will be announced on November 11, 2022.

Rocio Sigala shared that AV Seed and Grow will be hosting a Toy Giveaway on Sunday, December 18th, from 10:00am to 12:00pm. This giveaway will apply to eligible children and adults.

23. Adjournment

Ana Quiles, Board President, adjourned the meeting at 8:17 p.m.

Submitted by:

Liliana Windover
Executive Administrative Assistant

for:

Lillian Martinez
Board Secretary

(The majority of these minutes are taken from the Minutes Service submission and reviewed/edited as presented herein by NLACRC staff.*

DRAFT

NLACRC
Consumer Services Committee
CRITICAL CALENDAR
FY 2022-23

Month	Activity
July	<p>Committee reviews the Purchase of Service Annual Report FY 2020-21</p> <p>Committee elects a chairperson for the current fiscal year.</p> <p>Orientation for new committee. Committee reviews their policies & procedures, bylaws statement, Board Audit Section, Action Log for previous fiscal year, and Core Values for Policy Development. Committee revises the documents, if needed.</p> <p>Committee is provided with copies of their approved critical calendar for the new fiscal year.</p> <p>Committee is given their monthly update on the Self-Determination Program.</p> <p>Committee reviews the 4th Quarter Consumer Diagnostic Report</p> <p>Committee reviews the 4th Quarter Consumer Diagnostic Report by Age</p> <p>Committee reviews the 4th Quarter Consumer Intake report</p> <p>Committee reviews the 4th Quarter Exceptions Report</p> <p>Committee reviews the 4th Quarter NOAs/Appeals Report</p> <p>Committee reviews the 4th Quarter Appeals Report by Ethnicity/Office</p> <p>Committee reviews the 4th Quarter NOAs by Ethnicity/Location/Services & Age Range</p> <p>Committee reviews the 4th Quarter 4731 Report</p> <p>Committee reviews the 4th Quarter Community Resource Development Plan (CRDP) Report</p> <p>Purchase of Services (POS) Services Data Monthly-Semi-Annual Report</p>

August	<p>Committee finalizes their priority issues for this fiscal year and presents them to the Board of Trustees next month for approval.</p> <p>Committee is given their monthly update on the Self-Determination Program.</p> <p>Purchase of Services (POS) Services Data Monthly Report</p>
September	<p>An annual board & VAC legislative training is held in lieu of the committee meetings.</p> <p>Purchase of Services (POS) Services Data Monthly Report</p>
October	<p>Committee reviews the 1st Quarter Consumer Diagnostic Report</p> <p>Committee reviews the 1st Quarter Consumer Diagnostic Report by Age</p> <p>Committee reviews the 1st Quarter Consumer Intake report</p> <p>Committee reviews the 1st Quarter Exceptions Report</p> <p>Committee reviews the 1st Quarter NOAs/Appeals Report</p> <p>Committee reviews the 1st Quarter Appeals Report by Ethnicity/Office</p> <p>Committee reviews the 1st Quarter NOAs by Ethnicity/Location/Services & Age Range</p> <p>Committee reviews the 1st Quarter 4731 Report</p> <p>Committee reviews the 1st Quarter Community Resource Development Plan (CRDP) Report</p> <p>Purchase of Services (POS) Services Data Monthly Report</p> <p>Committee is given their monthly update on the Self-Determination Program.</p> <p><u>Board Audit:</u> Ensure the service standards are consistent with the center’s mission, vision, and values statement.</p>
November	<p>Committee is given their monthly update on the Self-Determination Program.</p>

	<p>Purchase of Services (POS) Services Data Monthly Report</p> <p><u>Board Audit:</u> Review the center’s mission, vision, and values statement to determine if the center is providing adequate guidance in establishing consumer services policy.</p>
<i>December</i>	(The committee does not meet in December.)
<i>January</i>	Committee does not meet.
<i>February</i>	<p>Committee reviews the 2nd Quarter Consumer Diagnostic Report</p> <p>Committee reviews the 2nd Quarter Consumer Diagnostic Report by Age</p> <p>Committee reviews the 2nd Quarter Consumer Intake report</p> <p>Committee reviews the 2nd Quarter Exceptions Report</p> <p>Committee reviews the 2nd Quarter NOAs/Appeals Report</p> <p>Committee reviews the 2nd Quarter Appeals Report by Ethnicity/Office</p> <p>Committee reviews the 2nd Quarter NOAs by Ethnicity/Location/Services & Age Range</p> <p>Committee reviews the 2nd Quarter 4731 Report</p> <p>Committee reviews the 2nd Quarter Community Resource Development Plan (CRDP) Report</p> <p>Committee is given their monthly update on the Self-Determination Program.</p> <p>Purchase of Services (POS) Services Data Monthly-Semi-Annual Report</p> <p>Committee is given their monthly update on the Self-Determination Program.</p> <p><u>Board Audit:</u> Has the Board properly referred service standard issues to this committee?</p>
<i>March</i>	Committee does not meet.

<i>April</i>	<p>Committee reviews and approves the committee’s draft critical calendar for next fiscal year.</p> <p>Committee reviews the 3rd Quarter Consumer Diagnostic Report</p> <p>Committee reviews the 3rd Quarter Consumer Diagnostic Report by Age</p> <p>Committee reviews the 3rd Quarter Consumer Intake report</p> <p>Committee reviews the 3rd Quarter Exceptions Report</p> <p>Committee reviews the 3rd Quarter NOAs/Appeals Report</p> <p>Committee reviews the 3rd Quarter Appeals Report by Ethnicity/Office</p> <p>Committee reviews the 3rd Quarter NOAs by Ethnicity/Location/Services & Age Range</p> <p>Committee reviews the 3rd Quarter 4731 Report</p> <p>Committee reviews the 3rd Quarter Community Resource Development Plan (CRDP) Report</p> <p>Purchase of Services (POS) Services Data Monthly Report</p> <p>Committee is given their monthly update on the Self-Determination Program <u>Board Audit</u>: Does any action impact the availability or quality of services? <u>Board Audit</u>: Ensure that the community placement plan goals are being met.</p>
<i>May</i>	Committee does not meet.
<i>June</i>	Committee does not meet.

[ccal.2022-23]: 6/08/2022 Rev: [41/9/2022](#)



North Los Angeles County Regional Center

Service Standards

Adopted by the Board of Trustees
March 9, 2022

*Approved by the
Department of Developmental Services
July , 2022*

XI. FAIR HEARING APPEAL PROCESS

Service and Procedural Standards

PHILOSOPHY

NLACRC respects the due process rights of individuals with developmental disabilities and is committed to ensuring that consumers and their families are informed of their rights. The ~~fair hearing~~ **appeal** process is the avenue for resolving disagreements between the regional center and consumers or applicants who are age three or older. The disagreements may be about services, eligibility or any decision or action of the regional center with which an individual disagrees. The ~~fair hearing~~ **appeal** process **may** include a voluntary informal meeting, mediation, and a fair hearing. **Appeal process information packets created by the department will be made available with all Notices of Action and will be available on the NLACRC website. NLACRC will assist in completing the appropriate appeal request form if assistance is needed.**

DEFINITION AND POLICIES

ADEQUATE NOTICE

DEFINITION

Adequate notice means a written notice provided within the statutory timelines informing the applicant, consumer, or authorized representative, and/or the clients' rights advocate¹ of an action that NLACRC proposes to take and with which the applicant, consumer or authorized representative disagrees.

POLICY

NLACRC will provide a consumer with adequate notice when the center makes a decision without the mutual consent of the consumer to reduce, terminate, or change services set forth in an Individual Program Plan (IPP), determines that the consumer is no longer eligible for regional center services, denies the initiation of a service or support requested for inclusion in the IPP, or denies eligibility for regional center services. As applicable, the center will provide notice to the consumer's parents, legal guardian, conservator, or legal representative. The notice will be sent, by **standard mail**, certified mail, **or email at the preference included in the consumer's IPP** and will comply with the following:

¹ Adequate notice will be provided to the clients' rights advocate for any adult who does not have a court-appointed conservator pursuant to Title 17, Section 50922.

- Proposed reduction, termination, or change in service or termination of eligibility requires notice at least 30 days prior to taking any of the aforementioned actions.
- Denial of initiation of a service or denial of eligibility for regional center services requires notice no more than ~~five~~ 5 working days after the center makes the decision.

In the event of an appeal regarding an existing service, NLACRC shall continue funding the service in question during the appeal procedure if the request for a fair hearing is postmarked or received no later than ~~40~~ 30 days after receipt of the proposed notice of action **and no later than the effective date of the proposed reduction, termination or change in service**. In the event of an eligibility appeal, NLACRC shall continue the services identified in the individual program plan if the request for a fair hearing is postmarked or received no later than ~~40~~ 30 days after receipt of the proposed notice of action.

The notice will provide the consumer, applicant or authorized representative with the following information:

- The action that NLACRC proposes to take, including a statement of the ~~basic~~ facts upon which NLACRC is relying.
- The reason(s) for the action.
- The effective date of the action.
- The specific law, regulation, or policy supporting the action **and whether the consumer is eligible for an exemption or exception to the action NLACRC proposes to take**.
- Information regarding the ~~fair hearing~~ **appeal** procedure, including **how to file an appeal with the department**, timelines, ~~deadlines~~, **continuances**, access to ~~service agency~~ **regional center** records, opportunity to request an informal meeting, and/or mediation.
- Information regarding the consumer or applicant's appeal rights **including the right to have an interpreter, the opportunity to be present at all proceedings, to present evidence, examine and cross examine witnesses, and to designate a representative**.
- Information on the availability of advocacy assistance **including referral to the clients' rights advocates, the State Council on Developmental Disabilities, publicly funded legal service organizations, and other advocacy organizations**.

AUTHORIZED REPRESENTATIVE

DEFINITION

An authorized representative can be a **claimant**, conservator of an adult consumer, a guardian, conservator, parent or person having legal custody of a minor consumer, or a person or agency appointed in writing by an adult consumer or by a legal guardian, conservator,

parent, **an adult appointed by court order**, or person having legal custody of a minor consumer, to act for or represent the claimant in the ~~fair hearing~~ **appeal** process.

POLICY

Upon written notification of an authorized representative representing a consumer in a fair hearing, NLACRC will direct all communication to the authorized representative. **Unless the consumer or their authorized representative is an attorney licensed in the state of California, the regional center cannot have an attorney licensed in the state of California attend an informal meeting, mediation, or fair hearing.**

INFORMAL MEETING

DEFINITION

The informal meeting is the first opportunity to resolve the issue(s) for fair hearing. Pursuant to law, the consumer, applicant, or authorized representative has the right to request a voluntary informal meeting. **If an informal meeting is not requested at the time of filing for an appeal, an informal meeting can be requested at a later time.**

POLICY

If requested, NLACRC will conduct an informal meeting within 10 days of receipt of the appeal request form ~~for fair hearing~~ **unless a continuance (postponement) is requested by the claimant.** The informal meeting is typically conducted by NLACRC's ~~contract administrator~~ **due process representative**, however, may be conducted by another individual as designated by NLACRC's executive director. ~~Prior to the meeting, the claimant or his or her authorized representative shall have the right to examine any documents contained in the individual's service agency file. Access to records shall be provided upon request.~~ **Access to regional center files will be granted no later than 3 business days following request.**

NLACRC will conduct the informal meeting at a time and place reasonably convenient to the mutually agreeable to the claimant. The meeting will be conducted in English unless an interpreter is needed. The need for an interpreter should be indicated on the fair hearing appeal request form and arrangements will be made by the center. **NLACRC.**

NLACRC will notify the claimant and his or her authorized representative, of the decision resulting from the informal meeting in writing within ~~five~~ **5** working days of the meeting. The written decision will identify the issues presented in the appeal, rule on each issue identified, state the facts supporting each ruling identify the laws, regulations, and/or policies upon which each ruling is based and notify the claimant of their right to request a consolidation of appeals involving a common question of law or fact. The informal decision will be provided in the

preferred language of the claimant or their authorized representative.

~~NLACRC will conduct the informal meeting at a time and place reasonably convenient to the mutually agreeable to the claimant. The meeting will be conducted in English unless an interpreter is needed. The need for an interpreter should be indicated on the fair hearing request form and arrangements will be made by the center.~~

If the claimant is satisfied with all or part of NLACRC's decision, the request for appeal on the agreed upon matter(s) shall be withdrawn. The decision will be implemented 10 days after the withdrawal. NLACRC will submit a copy of the withdrawal including the written decision to the department and hearing office. Upon dissatisfaction with NLACRC's decision following the informal meeting, the applicant or his/her authorized representative may request mediation, if not previously requested, or proceed directly to a fair hearing.

If a claimant or authorized representative has not requested a mediation or fair hearing within 3 days of receiving NLACRC's informal decision, they may do so at a later date. An appeal will be considered withdrawn if the claimant does not advise the regional center of their intent to proceed to a mediation or fair hearing.

MEDIATION

DEFINITION

~~A claimant may choose to participate in a~~ **Mediation** ~~is a voluntary meeting of both parties with a neutral person (the mediator) who has training and experience helping people settle conflicts. It is a common method for resolving disputes amicably. The mediator facilitates an informal, non-adversarial meeting where the parties have the opportunity and authority to agree on a resolution. The mediator helps the parties consider facts, issues, and reasons for the appeal and reasons for the regional center's decision. The goal of mediation is to reach a solution that is satisfactory to both parties.~~

POLICY

~~NLACRC will either accept or decline a written request for mediation within 5 working days. The claimant, authorized representative if applicable, and the Institute of Administrative Justice will be notified immediately of NLACRC's decision to either accept or decline mediation. Either the claimant/authorized representative or NLACRC may~~ **A claimant may withdraw at any time from mediation and proceed to a fair hearing. NLACRC must participate in a mediation if requested by the claimant.**

If an agreement **or partial agreement** is reached through mediation and the claimant no longer wishes to proceed to hearing, the claimant or his/her authorized representative must complete

a Notification of Resolution form provided by NLACRC or the mediator. The completed Notification of Resolution form must be submitted to NLACRC. The final resolution agreed to during mediation ~~would~~ **will** go into effect 10 days after receipt by the regional center of the Notification of Resolution of the request for a fair hearing.

If the mediation fails to resolve part or all of an issue(s) to the satisfaction of the claimant, ~~his or her~~ **their** authorized representative or NLACRC, the matter shall **at claimant's request** proceed to fair hearing, unless the claimant does not wish to proceed.

FAIR HEARING

DEFINITION

The fair hearing is an evidentiary hearing to resolve disagreements about services, eligibility, or any decision or action of the regional center. It is more formal and is conducted by an Administrative Law Judge employed by the Office of Administrative Hearings. People who have the right to request a fair hearing include an applicant, consumer, applicant or consumer's legal guardian or conservator, applicant or consumer's parent (if a minor), and applicant or consumer's authorized representative. A consumer or applicant who has filed for a fair hearing is referred to as a “claimant” in the ~~fair hearing~~ **appeal** process.

POLICY

~~NLACRC will provide the claimant and Administrative Law Judge a written statement of NLACRC's position summarizing the facts of the case, justification for the regional center action, a list of potential witnesses and the general subject of the testimony of each witness and a copy of all potential documentary evidence at least 2 business days before the hearing. The position statement will be provided in the claimant's preferred language. If NLACRC cannot provide the position statement in the preferred language, NLACRC will notify the claimant, provide the statement in English, and apply for a continuance of the hearing accompanied by evidence of our efforts to translate the position statement. NLACRC will exchange a list of potential witnesses, the general subject of the testimony of each witness, and copies of all potential documentary evidence at least 5 calendar days prior to the hearing with the claimant.~~

~~The claimant must provide NLACRC and the hearing office with a list of intended witnesses and a brief description of their relationship to the claimant and copies of any professional assessments or reports related to eligibility or services. If the claimant is a California licensed attorney or is represented by a California licensed attorney, the claimant must provide a written position statement to NLACRC and the hearing office at least two business days prior to the hearing. The statement must summarize the facts of the case and include the justification for the claimant's position, a list of potential witnesses and the general subject of the testimony of each witness and a copy of all potential documentary evidence to be used in~~

the hearing.

~~The Office of Administrative Hearings typically conducts the fair hearing at one of NLACRC's offices, depending on the origination of the request. In the event that the claimant desires a more convenient or different location, the claimant should contact NLACRC and/or the Office of Administrative Hearings to identify an alternative location.~~ The fair hearing will be held at a time and place reasonably convenient and agreed upon by both parties. Locations may include over the telephone, by videoconference or other electronic means. A claimant can request that a hearing ~~can~~ be continued (postponed) once without good cause and either the claimant or regional center can request additional ~~continuances~~ upon a showing of good cause. Good cause includes, but is not limited to:

- Death of an immediate family member ~~of the claimant, authorized representative, or regional center representative.~~
- Personal illness or injury ~~of the claimant, authorized representative, or regional center representative.~~
- Sudden and unexpected emergencies ~~or conflicting schedules if conflict is beyond the control of the claimant, authorized representative or regional center representative.~~
- Unavailability of a witness or evidence.
- An intervening request by the claimant ~~or the claimant's authorized representative~~ for mediation.

~~A request for a continuance can be made by either party and must be made to the Office of Administrative Hearings.~~

~~NLACRC shall implement the final hearing decision as soon as practical but not later than 30 days following the date of the final hearing decision or final corrected decision. If NLACRC cannot implement the decision within this timeframe, NLACRC must notify the claimant, the authorized representative, and the department in writing of the exceptional circumstances which make implementation impossible and provide a date of implementation.~~

If the hearing decision is not favorable to the claimant, and the claimant has been receiving services that were the subject of the appeal, the decision will not be implemented until 15 days after receipt of the final hearing decision, unless a reconsideration is requested within 15 days from the date of the final hearing decision.

Within 15 days of the date of a final hearing decision, a party may apply to the hearing office or to director issuing the final decision for a correction of a mistake of fact or law, or a clerical error in the decision. The other party may provide a written statement supporting or opposing the application for reconsideration.

NLACRC shall implement the final hearing decision as soon as practical but not later than 30 days following the date of the final hearing decision or final corrected decision. If NLACRC cannot implement the decision within this timeframe, NLACRC must notify the claimant, the authorized representative, and the department in writing of the exceptional circumstances which make implementation impossible and provide a date of implementation.

The claimant may contact DDS if dissatisfied with the regional center's compliance with the final hearing decision. Upon notification, DDS will take appropriate action to obtain compliance with the final hearing decision.

NLACRC will notify the clients' rights advocate and ~~The Developmental Disabilities Board, Area X~~ **the State Council on Developmental Disabilities** if a determination is made that the rights or interests of the claimant will not be properly protected or advocated, and the claimant has not personally authorized a representative. ~~Area Board X~~ **The State Council on Developmental Disabilities** may appoint a person or agency as a representative to assist the claimant in the mediation and fair hearing procedure. The appointment of a representative shall be in writing to the authorized representative and a copy of the appointment shall be immediately mailed to NLACRC's executive director.

ACCESS TO RECORDS

DEFINITION

Pursuant to law, a claimant has the right to inspect, review or obtain a copy of any record obtained in the course of providing intake, assessment, and/or services under the Lanterman Act. A record is any item of information directly relating to a person with developmental disabilities or to one who is believed to have a developmental disability which is maintained by NLACRC, whether recorded by handwriting, print, tapes, film, microfilm, or other means.

POLICY

NLACRC will provide access to records to an applicant, consumer, or authorized representative for purposes of the appeal procedure. NLACRC will grant access to the records no later than 3 business days following the date of receipt of the oral or written request for access. Access to records is available during regular NLACRC business hours. NLACRC will make available qualified personnel to interpret records upon request from the consumer, applicant or authorized representative. Actual copies of the record can be obtained by making

an oral or written request to the Office of the Contract Administrator. There is a nominal fee, which does not exceed the actual cost, for reproduction of the record. In the event of a demonstrated financial hardship where the imposition of the fee would preclude the claimant from obtaining a copy of the record(s), NLACRC will consider waiving the fee for reproduction of record(s).

NLACRC maintains records in two locations, on-site at NLACRC offices and off-site at a storage facility.

North Los Angeles County Regional Center

Board of Trustees

DRAFT FY 2023-24 Presentation/Training Schedule

Date	Presentation/Training/Length	Presenter(s)
July 2023	New Board Member Onboarding (3 hours)	Ruth Janka, Executive Director
August 2023	*Board Governance (1.5 hours)	Chris Arroyo, SCDD
September 2023 CSC&GCRC Meetings	<i>Legislative Advocacy</i> (2 hours)	<i>Michelle Heid, Legislative Consultant or State Council on Development Disabilities</i>
October 2023	* Whistleblower Policy & * COI Training (1 hour)	Clarence Foster, Chief Human Resources Officer
November 2023	Lanterman Developmental Disabilities Services Act Overview (2 hours)	Chris Arroyo, SCDD
January 2024	* Linguistic and Cultural Competency Training	Bridging Voices-Uniendo Voces (BVUV)
February 2024	<i>Vendorization, Quality Assurance and Resource Development</i>	Evelyn McOmie, Chief Consumer & Community Services Officer Arshalous Garlanian, Community Services Director
March 2024 Board Meeting	<i>Audits, Financial Statements, Tax Returns, and Financial Focus for Board Members</i> (1 hour)	New CPA Firm Vini Montague, CFO – Monthly AA Financials ARCA Audit Info as it applies to NLA

Board trainings can be held before, during or separate from board meetings.

Additional Trainings available to board members through ARCA Academy Webinars and include: Boards in the Community, Working Together, Strategic Planning, Diversity Parts 1 & 2, Decoding Regional Center Purchase of Service Data, How Services and Supports Meet the Needs of Infants & Toddlers, Services for School-Age Individuals, Meeting the Service Needs of Adults of All Ages, & Your Role in Legislative Advocacy.

(*) Required Trainings by the Department of Developmental Services

Approved:

North Los Angeles County Regional Center
Board of Trustees Policy

Board Member Responsibilities

The role of the Board of Trustees of the North Los Angeles County Regional Center (NLACRC) is to make policy for the operation of the regional center. Policy is developed through recommendations from board committees and the executive director **with final approval from the Board of Trustees.** ~~direct operation is delegated to the executive director who is hired by the board. Staff recommendations for policy initiation or modification go to the executive director who, in turn, refers them to the board and/or an appropriate board committee for final approval.~~

Your responsibility as a member of the Board of Trustees of the NLACRC would include, but not be limited to:

- Attendance, either virtual or in-person, at monthly Board of Trustees meetings, usually held at 6:30 p.m. on the second Wednesday of each month at one of NLACRC's three offices. To be counted as "present", one must attend the meeting for at least 1 hour of the meeting's duration.
- Membership and attendance on one (1) or more board committees.
- Board participation and advocacy will be focused on systems issues; issues regarding an individual consumer, family or program will be directed to the Executive Director's Office.
- Identification of any potential conflict of interest as identified in Welfare and Institutions Code, Sections 4626 and 4627 during the board member's term on the board will be reported to the administrative assistant to the board.
- Completion of the Conflict of Interest Statement annually and MediCal Provider Enrollment Form as applicable due to the regional center's funding and contract with the State of California, Department of Developmental Services.
- Completion of a W-9 form by board members who seek reimbursement for childcare or personal care services under the Board Member Support policy.
- Adherence to the board's Code of Conduct.
- Attendance at the annual board orientation for all newly seated board members.
- Participation in board-coordinated trainings and the annual board retreat.
- Visitation to NLACRC vendored programs is expected in order that board members may be informed about the developmental disabilities service system. Programs include a wide variety of residential and day programs as well as those providers who deliver a specific service (e.g. school setting or transportation).

NLACRC – VENDOR CONTRACT REQUEST – EXECUTIVE SUMMARY

Modern Support Services, LLC

Vendor #: HL1015

Svc Code: 520

Date: 1/6/23

Other Vendorizations with Vendor’s Tax Identification Number (TIN):

Vendor #	Service Code	Description
HL1027	520	Independent Living Skills (1:2)
PL1421	896	Supported Living Program
HD0010	520	Independent Living Skills (FDLRC)

Service Address: 10630 Sepulveda Blvd. #201 Mission Hills, CA 91345

Service Description: Provider provides 1:1 individualized community and home based services to adults with intellectual and developmental disabilities to enhance their quality of life by learning the skills needed to become independent and to maintain their independence within the community of their choice.

Service Area: San Fernando Valley

Staffing:

- Executive Director
- Associate Director
- Contractors (IT, HR, Accounting & Special Projects)
- Support Coordinator
- Direct Support Professionals

Employment Component: Skills this program may assist with are:

- Investigate customized employment and micro-enterprise options.
- Apply for and obtain volunteer positions to gain work experience.
- Employment preparedness training to research and apply for appropriate employment opportunities.

Exceptional Conditions: N/A

Contract Summary and Board Resolution

No.	Description	Contract Summary
1.	Contract Overview: (New or Amendment) (POS or OPS)	New Agreement for Independent Living Program Services Purchase of Services (POS)
2.	The Name of Vendor or Service Provider	Modern Support Services HL1015-520 (1:1 Ratio)
3.	The Purpose of the Contract	The service provider will provide Independent Living Program services pursuant to Title 17, Section 17 CCR. Division 2, Chapter 3, subchapter 5, Sections 56710 through 56756. The service provider will provide Independent Living Program services, and is primarily engaged in providing Independent Living Program
4.	The Contract Term	Five (5) year contract effective January 01, 2023 through December 31, 2027.
5.	The Total Amount of the Contract	Projected annual cost is \$122,867.07 per year, or \$614,335.35 over the entire five (5) year term of the contract based on based on average expenditure of current 520 vendorizations vendored within the last 5 years.
6.	The Total Proposed Number of Consumers Served	Projected 12 consumers per month.
7.	The Rate of Payment or Payment Amount	Payment will be reimbursed to service provider based on 1) the actual services authorized; 2) the actual services provided; and 3) the authorized DDS Set rate.
8.	Method or Process Utilized to Award the Contract.	Based on vendorization requirements under statute and regulation for Independent Living Program services.
9.	Method or Process Utilized to Establish the Rate or the Payment Amount	Service code 520 is a DDS Set Rate. Effective 01/01/2023, rate is \$40.82/HD.
10.	Exceptional Conditions or Terms: Yes/No If Yes, provide explanation	None

Contract Summary and Board Resolution

The North Los Angeles County Regional Center’s (“**NLACRC**”) Board of Trustees reviewed and discussed the Agreement for Independent Living Program Services (“**Agreement**”, or “**Contract**”) for **Modern Support Services** and passed the following resolution:

RESOLVED THAT in compliance with NLACRC’s Board of Trustees Contract Policy, the Contract between NLACRC and **Modern Support Services** was reviewed and approved by NLACRC’s Board of Trustees on **January 11, 2023**.

NLACRC’s Board of Trustees hereby authorizes and designates any officer of NLACRC to finalize, execute and deliver the Contract on behalf of NLACRC, in such form as NLACRC’s legal counsel may advise, and on such further terms and conditions as such Officer may approve. The final terms of the Contract shall be conclusively evidenced by the execution of the Contract by such Officer. For purposes of this authorization, an “Officer” means NLACRC’s Executive Director, Chief Consumer and Community Services Officer, Chief Financial Officer, Chief Information Officer or Chief Human Resources Officer, and no one else.

Certification by Secretary: I certify that: (1) I am the Secretary of the NLACRC; (2) the foregoing Resolution is a complete and accurate copy of the Resolution duly adopted by NLACRC’s Board of Trustees; (3) the Resolution is in full force and has not been revoked or changed in any way.

Lillian Martinez, Board Secretary

January 11, 2023
Date

NLACRC – VENDOR CONTRACT REQUEST – EXECUTIVE SUMMARY

Lucia Liberman-Bert, MS, MFT

Vendor #: PL0496

Svc Code: 625

Date: 1/3/23

Other Vendorizations with Vendor's Tax Identification Number (TIN):

Vendor #	Service Code	Description
N/A	N/A	N/A

Service Address: 13302 Hatteras St. Van Nuys, CA 91401

Service Description: Spanish and English Individual Counseling of developmentally disabled individuals.

Service Area: San Fernando Valley

Staffing:

- Lucia Liberman-Bert, MS, MFT

Employment Component: N/A

Exceptional Conditions: Vendor originally vendored effective August 14, 2004 with NLACRC upon move to catchment area at rate of \$70.00 per session as previously vendored with FDLRC. Rate increased from \$70.00 to \$80.00 effective July 1, 2007.

Rate is based on usual & customary rate charged to the general public. Rate for general public has increased to \$150.00 per session. Provider is no longer able to provide services at current rate.

Contract Summary and Board Resolution

No.	Description	Contract Summary
1.	Contract Overview: (New or Amendment) (POS or OPS)	New Professional Services Agreement Purchase of Services (POS)
2.	The Name of Vendor or Service Provider	Lucia Liberman-Bert, MS, MFT PL0496-625
3.	The Purpose of the Contract	The service provider will provide Counseling services pursuant to Title 17, Section 54342. The service provider will provide Counseling services, and is primarily engaged in providing in home individual Counseling.
4.	The Contract Term	Five (5) year contract effective January 01, 2023 through December 31, 2027.
5.	The Total Amount of the Contract	Projected annual cost is \$72,000 per year, or \$360,000 over the entire five (5) year term of the contract based on projected 8 consumers with 5 hours per month with a rate of \$150.00/HD.
6.	The Total Proposed Number of Consumers Served	Projected 8 consumers per month.
7.	The Rate of Payment or Payment Amount	Payment will be reimbursed to service provider based on 1) the actual services authorized; 2) the actual services provided; and 3) the authorized Usual & Customary (U&C) rate.
8.	Method or Process Utilized to Award the Contract.	Based on vendorization requirements under statute and regulation for Counseling services.
9.	Method or Process Utilized to Establish the Rate or the Payment Amount	The maximum rate of reimbursement shall be in accordance with the Usual & Customary rate, 17 CCR, Section 57332(a)(9).
10.	Exceptional Conditions or Terms: Yes/No If Yes, provide explanation	Vendor has original NLACRC vendorization effective date of August 14, 2004. Previously they were vendored by Frank D. Lanterman with a rate of \$70.00 per session. NLACRC rate increased to \$80.00 on 07/01/2007. U&C rate that provider charges to general public has since increased to \$150.00 leaving the provider no longer able to service NLACRC consumers at previous \$80.00 rate.

Contract Summary and Board Resolution

The North Los Angeles County Regional Center’s (“**NLACRC**”) Board of Trustees reviewed and discussed the Professional Services Agreement (“**Agreement**”, or “**Contract**”) for Lucia Liberman-Bert, MS, MFT and passed the following resolution:

RESOLVED THAT in compliance with NLACRC’s Board of Trustees Contract Policy, the Contract between NLACRC and Lucia Liberman-Bert, MS, MFT was reviewed and approved by NLACRC’s Board of Trustees on **January 11, 2023**.

NLACRC’s Board of Trustees hereby authorizes and designates any officer of NLACRC to finalize, execute and deliver the Contract on behalf of NLACRC, in such form as NLACRC’s legal counsel may advise, and on such further terms and conditions as such Officer may approve. The final terms of the Contract shall be conclusively evidenced by the execution of the Contract by such Officer. For purposes of this authorization, an “Officer” means NLACRC’s Executive Director, Chief Consumer and Community Services Officer, Chief Financial Officer, Chief Information Officer or Chief Human Resources Officer, and no one else.

Certification by Secretary: I certify that: (1) I am the Secretary of the NLACRC; (2) the foregoing Resolution is a complete and accurate copy of the Resolution duly adopted by NLACRC’s Board of Trustees; (3) the Resolution is in full force and has not been revoked or changed in any way.

Lillian Martinez, Board Secretary

01/11/2023

Date

Other Vendorizations with Vendor’s Tax Identification Number (TIN):

Vendor #	Service Code	Service Code Description
PL1212	062	Personal Assistance
HL0629	862	In-Home Respite Services
PL1213	490	FMS F/EA
PL1445	465	PD RESPITE SCV
PL1447	455	PD DAY CARE SCV

Vendor Name: 24Hr Homecare

Vendor Number: PL2137

Service Code: 102

Service Code Description: Individual and Family Training

Service Address: 16501 Ventura Blvd. Suite 400 Encino, CA 91436

Service Area: San Fernando Valley

Service Description:

24 Hour Home Care is devoted to providing person-centered supports to people with intellectual and developmental disabilities to empower meaningful lives in the place they love most – their home and community. It is pivotal in the reestablishment of Social Recreation services that individuals in this program have access to the same social and recreational opportunities as people without disabilities. This program is an ‘en vivo’ model with training, coaching, and facilitation of inclusive social and recreational activities being 100% home and community based. Activities must be person-centered and chosen by the person served based on their individual interests and preferences. The goal is to improve social and recreational skills and accessibility while having fun and feeling fully supported.

Staffing:

24Hr Homecare offers 1:1 one staff to 1 consumer. In some circumstances, a higher ratio may be requested for siblings served by NLACRC that would like to participate together.

Contract Summary and Board Resolution

No.	Description	Contract Summary
1.	Contract Overview: (New or Amendment) (POS or OPS)	New Nonresidential Negotiated Rate Agreement, Purchase of Services (POS)
2.	The Name of Vendor or Service Provider	24Hr HomeCare, LLC Vendor Number: PL2137; Service Code: 102
3.	The Purpose of the Contract	<p>The service provider will provide Individual or Family Training services pursuant to Title 17, Section 54356 and the DDS published guidelines regarding Miscellaneous Services revised 05/10/2010.</p> <p>A regional center shall classify a vendor as a Individual or Family Training provider if the vendor provides, or obtains, training services to consumers and/or their family members as necessary to implement an objective in the individual's IPP and for which an existing Title 17 service code is unavailable.</p> <p>The service provider is primarily engaged in providing social recreation activity services through this service code 102 vendorization.</p>
4.	The Contract Term	Five (5) year contract effective January 1, 2023 through December 31, 2027.
5.	The Total Amount of the Contract	<p>Projected annual cost is \$310,536.00 per year, or \$1,552,680.00 over the entire five (5) year term of the contract based on a cost statement.</p> <p>The projected annual cost is based on the \$27.24 hourly rate and the projected 25 hours per month per consumer for a projected 38 consumers per month.</p>
6.	The Total Proposed Number of Consumers Served	Projected 38 consumers per month.
7.	The Rate of Payment or Payment Amount	Payment will be reimbursed to service provider based on 1) the actual services authorized; 2) the actual services provided; and 3) the authorized \$27.24 hourly rate.
8.	Method or Process Utilized to Award the Contract.	Based on vendorization requirements under statute and regulation for Individual or Family Training services.

9.	<p>Method or Process Utilized to Establish the Rate or the Payment Amount</p>	<p>Negotiated hourly rate of \$27.24 is based on a cost statement. The rate negotiated complies with WIC, Section 4691.9 (b) which states that effective July 1, 2008 “no Regional Center may negotiate a rate with a new service provider, for services where rates are determined through a negotiation between the Regional Center and the provider, that is higher than the Regional Center’s median rate for the same service code and unit of service, or the statewide median rate for the same service code and unit of service, whichever is lower.”</p> <p>The provider’s requested cost is higher than the NLACRC median rate of \$27.24. Provider will accept the maximum allowable rate and adjust DSP pay rate and other costs for program sustainability.</p>
10.	<p>Exceptional Conditions or Terms: Yes/No If Yes, provide explanation</p>	<p>None</p>

Contract Summary and Board Resolution

The North Los Angeles County Regional Center’s (“NLACRC”) Executive Committee on behalf of the Board of Trustees reviewed and discussed the Nonresidential Negotiated Rate Agreement (“**Agreement**”, or “**Contract**”) for **Individual or Family Training** and passed the following resolution:

RESOLVED THAT in compliance with NLACRC’s Board of Trustees Contract Policy, the Contract between NLACRC and **24Hr HomeCare, LLC** was reviewed and approved by NLACRC’s Board of Trustees on **January 11, 2023**.

NLACRC’s Board of Trustees hereby authorizes and designates any officer of NLACRC to finalize, execute and deliver the Contract on behalf of NLACRC, in such form as NLACRC’s legal counsel may advise, and on such further terms and conditions as such Officer may approve. The final terms of the Contract shall be conclusively evidenced by the execution of the Contract by such Officer. For purposes of this authorization, an “Officer” means NLACRC’s Executive Director, Chief Financial Officer, Chief Consumer and Community Services Officer, Chief Information Officer, or Chief Human Resources Officer, and no one else.

Certification by Secretary: I certify that: (1) I am the Secretary of the NLACRC; (2) the foregoing Resolution is a complete and accurate copy of the Resolution duly adopted by NLACRC’s Board of Trustees; (3) the Resolution is in full force and has not been revoked or changed in any way.

Lillian Martinez, Board Secretary

January 11, 2023

Date

NLACRC – VENDOR CONTRACT REQUEST – EXECUTIVE SUMMARY

Zooz Fitness

Vendor #: PL2143

Svc Code: 008

Date: 1/6/23

Other Vendorizations with Vendor's Tax Identification Number (TIN):

Vendor #	Service Code	Description
n/a	n/a	n/a

Service Address: 17650 Ventura Blvd. Encino, CA 91316

Service Area: San Fernando Valley

Service Description:

Zooz Fitness offers group fitness classes that provide an opportunity for individuals with developmental and other disabilities to practice functional training that will support their activities of daily living. Each class incorporates a variety of movements that focus on muscular strength, cardiovascular endurance, flexibility, mobility, and balance training. Routines are a combination of bodyweight and equipment-based training, and often include sport-specific movements (i.e. dribbling, kicking, hand-eye coordination, throwing, agility, jumping, lateral coordination, dancing, etc...). All of our training supports engaging with our underlying foundational systems, including our proprioceptive and vestibular senses.

Staffing:

Trainers are over age 21, must have CPR/First Aid certification, Live Scan clearance, and at least 1 year of fitness training experience.

Employment Component: n/a

Exceptional Conditions: n/a

Contract Summary and Board Resolution

No.	Description	Contract Summary
1.	Contract Overview: (New or Amendment) (POS or OPS)	New or Amendment, Purchase of Services (POS)
2.	The Name of Vendor or Service Provider	ZOOZ Fitness, LLC Vendor Number: PL2143 Service Code: 008
3.	The Purpose of the Contract	<p>The service provider will provide Sports Club services pursuant to Title 17, Section 54356 and the DDS published guidelines regarding Miscellaneous Services revised 05/10/2010. The service provider will provide Sports Club services for individuals with developmental and other disabilities to practice functional training that will support their activities of daily living. Each class incorporates a variety of movements that focus on muscular strength, cardiovascular endurance, flexibility, mobility, and balance training.</p> <p>The service provider is primarily engaged in providing Sports Club services.</p>
4.	The Contract Term	Five (5) year contract effective 01/01/2023 through 12/31/2027.
5.	The Total Amount of the Contract	<p>Projected annual cost is \$256,256.00 per year, or \$1,281,280.00 over the entire five (5) year term of the contract based on provider's Usual & Customary rates.</p> <p>Subcode SRA45: \$60/session Subcode SRA60: \$80/session <u>Subcode SRAGR: \$28/session (group)</u> Average: \$56 Classes/Week: 11 <u>Consumers/Class: 8 (12 max; U&C serves 30% non-RC)</u> \$4,928 projected weekly expenditure x 52 (weeks/year) \$256,256 projected annual expenditure</p>
6.	The Total Proposed Number of Consumers Served	Projected 8 consumers per month.
7.	The Rate of Payment or Payment Amount	Payment will be reimbursed to service provider based on 1) the actual services authorized; 2) the actual services provided; and 3) the authorized Usual & Customary rates.

8.	Method or Process Utilized to Award the Contract.	Based on vendorization requirements under statute and regulation for Sports Club services.
9.	Method or Process Utilized to Establish the Rate or the Payment Amount	Pursuant to 17 CCR, Section 57210(a)(19), the phrase “usual and customary rate” (“ U&C Rate ”) means the rate which is regularly charged to the general public by a vendor for a service that is used by both regional center consumers and/or their families and where at least 30% of the recipients of the given service are not regional center consumers or their families.
10.	Exceptional Conditions or Terms: Yes/No If Yes, provide explanation	None

Contract Summary and Board Resolution

The North Los Angeles County Regional Center's ("NLACRC") Board of Trustees reviewed and discussed the Professional Services Agreement ("Agreement", or "Contract") for **ZOOZ Fitness, LLC** and passed the following resolution:

RESOLVED THAT in compliance with NLACRC's Board of Trustees Contract Policy, the Agreement between NLACRC and **ZOOZ Fitness, LLC** was reviewed and approved by NLACRC's Board of Trustees on **January 11, 2023**.

NLACRC's Board of Trustees hereby authorizes and designates any officer of NLACRC to finalize, execute and deliver the Contract on behalf of NLACRC, in such form as NLACRC's legal counsel may advise, and on such further terms and conditions as such Officer may approve. The final terms of the Contract shall be conclusively evidenced by the execution of the Contract by such Officer. For purposes of this authorization, an "Officer" means NLACRC's Executive Director, Chief Financial Officer, Chief Consumer and Community Services Officer, or Chief Human Resources Officer, and no one else.

Certification by Secretary: I certify that: (1) I am the Secretary of the NLACRC; (2) the foregoing Resolution is a complete and accurate copy of the Resolution duly adopted by NLACRC's Board of Trustees; (3) the Resolution is in full force and has not been revoked or changed in any way.

Lillian Martinez, Board Secretary

January 11, 2023
Date

North Los Angeles County Regional Center
Executive Director's Report
January 2023

I. North Los Angeles County Regional Center

A. Staffing Changes

Public Information Manager and Public Information Supervisor

Robert Dhondrup was re-hired for the Public Information Manager position in early December and reports to the Executive Director. Christopher Whitlock, a former Public Information and Training Specialist has returned to the organization in a newly added position, Public Information Supervisor. This position will directly supervise the Public Information Specialist and will provide technical support to direct service professionals using the statewide learning management system to earn performance incentives.

Director of Consumer Services – Adult and Transition Services

The Center is interviewing candidates for this position; meantime Consumer Services Managers Donna Rentsch and Emmanuel Gutierrez continue to provide support and direction to the SFV Adult and Transition teams.

B. Staffing Statistics and Recruitment

Effective November 30, 2022, the Center has 726 positions authorized, 11 positions on hold, 105 vacant positions (60 are service coordinator positions), 618 positions filled. Annualized turnover rate is 0.15%.

C. Annual Holiday Gift Drive for Consumers and Families

This annual event supported 248 individuals and families, across the agencies three valleys (SFV-121, SCV-42, AV-85), through donations from NLACRC staff, Honda Performance Center, Northrop Grumman Tools, Integrated Community Collaborative, Disability Voices United and a vendored service providers. Gifts included toys, backpacks, games, clothing and giftcards. Additionally, Eagle Vision Outreach donated food pantry items and hygiene products for 34 individuals/families.

D. Alternative Service Delivery

Alternative service delivery ceased effective 12/31/2022; remote service delivery remains for certain services such as tailored day services and early intervention services. Of note, remote service delivery is the provision of traditional services virtually. The service must be delivered as stated in the service provider's program design with the exception that it may be delivered via remote electronic communication, the current directive extends the authorization of this through 2/1/2023.

E. Extended Remote Service Delivery for ILS, day programs and look alike day programs

DDS issued a directive on 11/23/22 allowing independent living skills training, adult day programs and "look alike" day programs to provide traditional services through *remote service delivery* through 12/31/2023. This directive is intended to protect health and safety, and acknowledges the current staffing shortages. Providers must notify the regional center of the consumer's preference for remote services and document the monthly amount for consumer will receive. Regional centers shall confirm that remote services will be effective in meeting needs and are preferred by the consumer.

F. Transportation Services - Driver Shortage

Keolis, NLACRC's vendored transportation service provider, is working hard to increase their workforce and is making some progress. Further, DDS has announced that they are working with a small group of providers to develop a temporary transportation option while a long-term alternative is explored. More information from DDS is expected this January.

G. Enhanced Community Integration for Children and Adolescent Grant

Reminder that DDS' "Social Rec Grant" proposals are due by 01/08/2023. DDS has \$12.5M to fund projects dedicated to underserved communities and is seeking proposals that include community connector, community engagement, education and training, financial assistance, increased access to culturally and linguistically competent programs, transportation, and vendorization assistance.

H. Inclusion, Equity and Diversity Policy - Cultural Competency Training

On December 15, 2022, NLACRC offered LGBTQ+ Best Practices Training to our vendor community with 39 attendees.

The third quarter training to be conducted between March and June of 2023 is "Valuing Diversity and Disability Culture."

I. Language Access and Cultural Competency Plan

Bridging Voices/Equity Praxis will be supporting the Center in conducting a communication assessment of our community. This assessment will probe our community for their understanding of the information disseminated by NLACRC and seek recommendations for increasing accessibility to regional center information, including translated materials. The consultants will review the Center's Consumer Family Guide, regional center terminology, and program planning processes for Early Start and Lanterman to assist in calibrating their survey. The implementation timeline for the survey, 1:1 listening sessions and focus groups is February through April of 2023; and data translation and analysis will be conducted between May and July.

J. 2022 Town Halls

December's Town Hall, "**Parent Perspective – Adult Services**" had 23 attendees; panelists included parents and staff, who discussed their journey from receiving their child's diagnosis to date. For 2023, townhalls will be held quarterly.

K. Quality Assurance

For the month of November 2022, Community Services conducted 111 residential visits as follows:

- 71 unannounced visits
 - 47 - CCFs, 15 - ICFs, 9 - FHAs, 0- FFA (7 AV, 40 SFV/SC)
- 29 Annual Reviews – CCF and Day Program (16 AV, 13 SFV/SC)
- 11 Other In-Person Visits (New Provider Orientation, QA/RD Walkthrough, 7 Day visit, SIR Follow/Complaint/CAP Follow-up, Attempted Unannounced Visits – provider was not home)
- 2 Corrective Action Plans developed with residential providers
- 0 Plan of Improvement with a non-residential provider

For the month of December 2022, Community Services conducted 142 residential visits as follows:

- 104 unannounced visits
- 72 - CCFs, 27 - ICFs, 5 - FHAs, 0- FFA (39 AV, 65 SFV/SC)

- o 26 Annual Reviews – CCF and Day Program (9 AV, 17 SFV/SC)
- o 14 Other In-Person Visits (New Provider Orientation, QA/RD Walkthrough, 7 Day visit, SIR Follow/Complaint/CAP Follow-up, Attempted Unannounced Visits – provider was not home)
- o 0 Corrective Action Plans developed with residential providers
- o 0 Plan of Improvement with a non-residential provider

L. Consumer Statistics

As of November 2022, the Center served 32,706 consumers and applicants, including 4,801 in Early Start, and 25,647 (increase of 70) in the Lanterman program. The Center’s San Fernando Valley Office serves 19,773 individuals, Antelope Valley serves 8,164 and the Santa Clarita Office serves 3,634 (these totals include applicants, and individuals served under Lanterman and the Early Start programs).

As of December 2022, the Center served 32,773 consumers and applicants, including 4,672 in Early Start, and 25,882 (increase of 235) in the Lanterman program. The Center’s San Fernando Valley Office serves 20,096 individuals, Antelope Valley serves 8,099 and the Santa Clarita Office serves 3,660 (these totals include applicants, and individuals served under Lanterman and the Early Start programs).

M. Special Incident Reports

During the month of November 2022, the center received 102 special incident reports, 7 of which occurred in months prior to November. Of note, there was an increase in medication errors as compared to the prior two months and the prior year. Follow up with residential or vendored service providers regarding medication errors is conducted by both service coordinators and community services staff.

During the month of December 2022, the center received 85 special incident reports, 14 of which occurred in months prior to December.

N. Upcoming Support and Consumer Advocacy Group Meetings include:

- Virtual Cafecito Entre Nos, January 12h at 11:30 am
- FFRC AV Parent Support Group, January 12th at 11:00 am

Additionally, the **Family Focus Resource Center** coordinates several support groups including “Black & African American Family Focus Support Group” “Mamas Latinas Grupo de Apoyo” and the “Parent Check-In and Chat”. Please see **NLACRC’s Calendar of Events**, which includes a **link** for the **Family Focus Resource Center**, for information regarding more support groups, training opportunities, dates, times, and links.

O. Upcoming Community Events and Educational Training Opportunities

- Different Thinkers, Different Learners Workshop, January 24th at 10:00 am
- FFRC Life After High School, January 26th at 6:00 pm
- FFRC Functional Ways to Incorporate Speech & Language into Everyday Activities, January 17th & 24th at 1:00 pm

Additional training and support groups are offered as well! Please see **NLACRC’s Calendar of Events**, which includes a **link** for the **Family Focus Resource Center**, for information regarding dates, times and links for these events, trainings and more.

II. COVID

A. Statistics

LA County Public Health COVID Update as of Wednesday, January 4, 2023

<http://publichealth.lacounty.gov>

Current Hospitalizations: 1,262

Positivity Rate: 14.69 % (7-day average)

B. Free COVID Tests

A new limited round of free at-home COVID-19 tests are available. Households can now order either standard at-home test at <https://COVID.gov/tests>. Or tests that are more accessible for individuals with low visions may be ordered by calling the Disability Information and Access Line (DIAL, 888-677-1199), where staff are available to assist from 6 PM Monday through Friday.

III. DDS Guidance/Directives

Department Directive 01-122022: Extension of Waivers, Modifications, and Directives due to COVID-19

The most recent directive issued by department extends the provisions of several former directives into late January and mid-February of 2023.

IV. LEGISLATION

No update.

V. STATE/LOCAL UPDATES

A. Little Hoover Commission

The Little Hoover Commission held its third and final hearing on California's developmental services system on 12/8/22 where Executive Director of SCDD Aaron Caruthers testified. SCDD is an organization largely federally funded to provide board systems advocacy for those with developmental disabilities and their families. Mr. Caruthers provided an overview of the State Council and raised the requirement for regional centers to pursue generic resources before funding (known as payor of last resort) as it requires people to fail before receiving regional center funded services. He also shared his recommendations regarding service access disparities, which included listening to needs based on the complete picture rather than one aspect of a person's identity, listen to people through informal connections, fund SCDD advocacy supports, direct Service Access and Equity Grants to transform the system rather than fill gaps, and explore the pandemic's impact on racial disparities. Public comment included support for expanding direct advocacy support, strengthening the SDP, recognition of the role of families in systems advocacy, the need to hear from those who appreciate regional center services received, and concern regarding systems navigation, particularly for those from diverse communities.

Information about their investigation and a video of the 12/8/22 hearing is available at <https://lhc.ca.gov/report/california's-developmental-disabilities-system>.

B. Department of Developmental Services

1. Office of the Ombudsman

DDS has established the Office of the Ombudsperson to assist individuals and their families who are applying for or receiving regional center services under the Lanterman Act. Effective December 1, 2022, this office became available to provide information, facilitate resolution

to disagreements and complaints, make recommendations to the Department, and compile and report data. Information about the Office of the Ombudsperson can be found on NLACRC's website in the Publications & Resources section.

2. Lanterman Act Hearings Advisory Committee

DDS and the Office of Administrative Hearings are establishing an advisory committee to provide input regarding mediations and hearings conducted by the OAH. The committee will have up to 18 members, with at least half of the membership being individuals and families served by the regional center. Other members will include Disability Rights California, State Council on Developmental Disabilities, Association of Regional Center Agencies, Office of Clients Rights Advocacy and other developmental advocacy services organizations. Committee will meet virtually twice per year.

3. Quality Incentive Program

DDS has validated over 2,000 providers eligible for an incentive payment for completing the Direct Support Professional Workforce survey which supports Service Access and Workforce Capacity focus areas within the QIP. There are approximately 190 providers remaining for validation, which DDS anticipates completing by 01/04/2023.

4. Employment Workgroup Meeting

This group met on 11/14/22 and discussed the transition of individuals from Work Assistant Programs (subminimum wage) and from high school. Recommendations for a service model were solicited from participants and included braiding services for individuals transitioning from WAPs, provision of transportation, benefits counseling, consideration for those currently in group employment in subminimum wage programs, and employment training for direct support professionals.

C. Association of Regional Center Agencies (ARCA)

ARCA Board of Directors did not meet in November or December 2022.

D. State Council on Developmental Disabilities (SCDD)

SCDD held 90 Self-Determination Program Orientations from July through November 2022 with 55% of participants stating they will join SDP.

SB639 Update was provided regarding the discontinuation of subminimum wage employment. 6,087 participants in sub-minimum wage program statewide. SCDD recommends using Disability Benefits 101 program to support the transition of individuals from subminimum wage to competitive employment. Disability Benefits 101 is a website with information about managing work and public benefits.



Residential and Day Program Quality Assurance Monitoring Activities
January 2022 - December 2022

Month	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Totals
# of Res'l & Day QA Staff	7	8	8	8	7	7	7	7	7	7	7		
# Annual Facility Monitoring Visits	10	16	33	10	16	24	13	22	21	27	29		221
# Unannounced Visits	11	24	54	66	83	81	31	65	59	97	71		642
# Corrective Action Plans Issued	0	0	2	1	3	4	5	4	3	2	2		26
*Substantial Inadequacies Cited:													
1.Threat to Health or Safety													
2.Provision of fewer staff hours than req'd					1		1	1		1			
3.Violations of Rights							1	1			1		
4.Failure to implement consumer's IPP						1	2						
5.Failure to comply with Admission Agreement			6		5	2	6	4	9		1		
6.Deficiencies handling consumers' cash resources						1							
7.Failure to comply with staff training reqs			1	2	1	1	1	1					
8.L4 fails to use methods per program design													
9.L4 fails to measure consumer progress													
10.Failure to take action per CAP													
11.Failure to use rate increase for purposes authorized													
12.Failure to ensure staff completes DSP requirements.						2							
13.Failure to submit Special Incident Report					2	1	1	1		1	1		
*per Title 17 §56054(a)	0	0	7	2	9	8	12	8	9	2	3		

Residential and Day Program Quality Assurance Monitoring Activities
January 2022 - December 2022

Month	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Totals
# of Res'l & Day QA Staff	7	8	8	8	7	7	7	7	7	7	7	6	
# Annual Facility Monitoring Visits	10	16	33	10	16	24	13	22	21	27	29	26	247
# Unannounced Visits	11	24	54	66	83	81	31	65	59	97	71	104	746
# Corrective Action Plans Issued	0	0	2	1	3	4	5	4	3	2	2	0	26
*Substantial Inadequacies Cited:													
1.Threat to Health or Safety													
2.Provision of fewer staff hours than req'd					1		1	1		1			
3.Violations of Rights							1	1			1		
4.Failure to implement consumer's IPP						1	2						
5.Failure to comply with Admission Agreement			6		5	2	6	4	9		1		
6.Deficiencies handling consumers' cash resources						1							
7.Failure to comply with staff training reqs			1	2	1	1	1	1					
8.L4 fails to use methods per program design													
9.L4 fails to measure consumer progress													
10.Failure to take action per CAP													
11.Failure to use rate increase for purposes authorized													
12.Failure to ensure staff completes DSP requirements.						2							
13.Failure to submit Special Incident Report					2	1	1	1		1	1		
*per Title 17 §56054(a)	0	0	7	2	9	8	12	8	9	2	3	0	

**NORTH LOS ANGELES COUNTY REGIONAL CENTER
MONTHLY STATISTICS RECAP
As of November 2022**

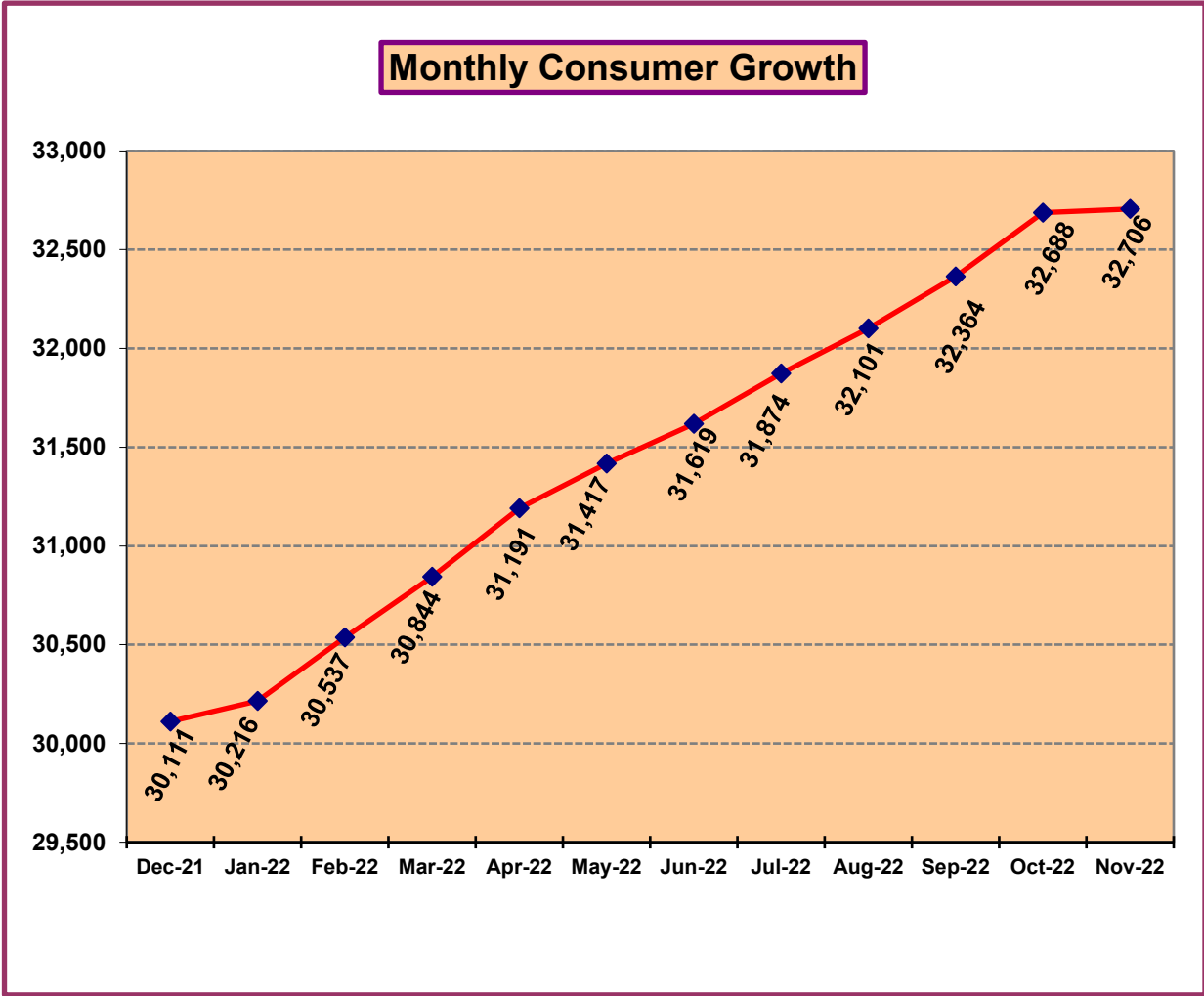
	December 2021 Total	November 2022 Total	Increase/ Decrease	% Change
ALL VALLEYS				
Total Non-Early Start	24,421	25,647	1,226	5.02%
Total Early Start	4,477	4,801	324	7.24%
Unit Supervisor Cases (*)	98	176	78	79.59%
Self Determination Specialist (*)	65	28	-37	-56.92%
Prenatal Services	0	0	0	#DIV/0!
Provisional Eligibility	219	474	255	116.44%
Development Center	11	16	5	45.45%
Enhanced Caseloads	0	234	234	#DIV/0!
On-Duty Specialist Unit	0	0	0	#DIV/0!
Enhanced Case Mgmt	26	33	7	26.92%
Specialized 1:25 Caseloads	18	24	6	33.33%
Pending Transfer	60	47	-13	-21.67%
Early Start Intake Services	0	124	124	#DIV/0!
Intake Services	716	1,102	386	53.91%
TOTAL ALL VALLEYS	30,111 (**)	32,706	2,595	8.62%
SAN FERNANDO VALLEY				
Adult Services	6,240	6,345	105	1.68%
Adult Unit Supervisor (*)	8	12	4	50.00%
Transition Services	3,108	3,189	81	2.61%
Transition Unit Supervisor (*)	32	23	-9	-28.13%
School Age Services	5,912	6,405	493	8.34%
School Age Unit Supervisor (*)	16	75	59	368.75%
Early Start Services	2,917	3,203	286	9.80%
Early Start Unit Supervisor (*)	1	1	0	0.00%
Early Start Intake Unit Supervisor (*)	0	0	0	#DIV/0!
Prenatal Services	0	0	0	#DIV/0!
Provisional Eligibility	219	474	255	#DIV/0!
Provisional Unit Supervisor (*)	0	18	18	#DIV/0!
On-Duty Specialist Unit	0	0	0	#DIV/0!
Development Center	11	16	5	45.45%
Enhanced Caseload	0	234	234	#DIV/0!
Enhanced Case Mgmt	26	33	7	26.92%
Specialized 1:25 Caseloads	18	24	6	33.33%
Pending Transfer	60	47	-13	-21.67%
Early Start Intake Services	0	124	124	#DIV/0!
Intake Services	467	621	154	32.98%
Self Determination Specialist (*)	31	10	-21	-67.74%
TOTAL	19,066	20,013	1,788	9.38%
ANTELOPE VALLEY				
Self Determination Specialist (*)	20	11	-9	-45.00%
Adult Services	2,397	2,633	236	9.85%
Adult Unit Supervisor (*)	5	1	-4	-80.00%
Transition Unit	1,923	1,812	-111	-5.77%
Transition Unit Supervisor (*)	18	11	-7	-38.89%
School Age Services	2,031	2,238	207	10.19%
School Age Unit Supervisor (*)	18	33	15	83.33%
Early Start Unit Supervisor (*)	0	0	0	#DIV/0!
Early Start Intake Unit Supervisor (*)	0	0	0	#DIV/0!
Early Start Services	930	989	59	6.34%
Intake Services	249	481	232	93.17%
TOTAL	7,530	8,153	627	8.33%
SANTA CLARITA VALLEY				
Self Determination Specialist (*)	14	7	-7	-50.00%
Adult Services	936	958	22	2.35%
Transition Services	642	662	20	3.12%
School Age Services	1,232	1,405	173	14.04%
School Age Supervisor (*)	0	2	2	#DIV/0!
Early Start Services	630	609	-21	-3.33%
Early Start Unit Supervisor (*)	0	0	0	#DIV/0!
Early Start Intake Unit Supervisor (*)	0	0	0	#DIV/0!
TOTAL	3,440	3,634	196	5.70%

* Numbers not part of ratio count, but counted on Total All Valleys

**This number is our total number of consumers as of November 2022 (Early Start, Lanterman and others: Intake services, pending transfers, DC, enhanced case management, etc.)

NLACRC TOTAL (ALL SERVICES) MONTHLY CONSUMER GROWTH ALL VALLEYS

Month	Consumers	Growth	% Change
Dec-21	30,111	105	0.35%
Jan-22	30,216	321	1.06%
Feb-22	30,537	307	1.01%
Mar-22	30,844	347	1.13%
Apr-22	31,191	226	0.72%
May-22	31,417	202	0.64%
Jun-22	31,619	255	0.81%
Jul-22	31,874	227	0.71%
Aug-22	32,101	263	0.82%
Sep-22	32,364	324	1.00%
Oct-22	32,688	18	0.06%
Nov-22	32,706		
Total		2,595	
Average		236	
Percent Chg		8.62%	



November 2022 CSC Caseload Ratio

San Fernando Valley

Adult Services		Consumers	Ser. Coord.	Case Ratio	Opening	Hold	Floater	OD	Assoc.
Adult Unit I		758	8	94.8	1				
Adult Unit II		961	11	87.4			1		
Adult Unit III		5							
Adult Unit IV		968	10	96.8	1				
Adult Unit V		868	8	108.5	2				
Adult Unit VI		881	7	125.9	3				
Adult Unit VII		1016	10	101.6	2				
Adult Unit VIII		888	11	80.7					
Total		6,345	65	97.6	9		1		
Transition Services		Consumers	Ser. Coord.	Case Ratio	Opening	Hold	Floater	OD	Assoc.
Transition Unit I		911	9	101.2	2		1		
Transition Unit II		1,080	10	108.0	1				
Transition Unit III		1,198	13	92.2					
Total		3,189	32	99.7	3		1		
School Age Services		Consumers	Ser. Coord.	Case Ratio	Opening	Hold	Floater	OD	Assoc.
School Age III		1,168	12	97.3					
School Age IV		1,088	9	120.9	3				
School Age V		1,077	9	119.7	3				
School Age VI		1,140	10	114.0	2				
School Age VII		1,052	11	95.6	1				
School Age VIII		880	9	97.8	1				
Total		6,405	60	106.8	10				
Early Start Services		Consumers	Ser. Coord.	Case Ratio	Opening	Hold	Floater	OD	Assoc.
Early Start 1 (Status 1 & 2)		638							
Early Start 1 Intake		109							
Early Start 1 Total		747	10	74.7					
Early Start 2 (Status 1 & 2)		557							
Early Start 2 Intake		117							
Early Start 2 Total		674	9	74.9					
Early Start 3 (Status 1 & 2)		591							
Early Start 3 Intake		63							
Early Start 3 Total		654	10	65.4					
Early Start 4 (Status 1 & 2)		548							
Early Start 4 Intake		66							
Early Start 4 Total		614	7	87.7	2				
Early Start 5 (Status 1 & 2)		466							
Early Start 5 Intake		48							
Early Start 5 Total		514	6	85.7	2				
Status 1 Over 36 mo.		45							
Total		3,203	42	76.3	4				
Total Non-Early Start		Consumers	Ser. Coord.	Case Ratio	Opening	Hold	Floater	OD	Assoc.
Total Non-Early Start		15,939	157	101.5	22		2		
Total Early Start		3,203	42	76.3	4				
Total		19,142	199	96.2	26		2		
SFV Self Determination Specialist*		10	1	10.0	1				
Intake Services		621	9	69.0					2
Antelope Valley		Consumers	Ser. Coord.	Case Ratio	Opening	Hold	Floater	OD	Assoc.
Adult Unit I		1,035	9	115.0	2				
Adult Unit II		1,137	9	126.3	3				
Adult Unit III		461	4	115.3	1				
Total		2,633	22	119.7	6				
Transition Unit I		983	10	98.3	3				
Transition Unit II		829	9	92.1	1				
Total		1,812	19	95.4	4				
School Age I		1,142	11	103.8	1				
School Age II		1,096	11	99.6	2				2
School Age III							2		
Total		2,238	22	101.7	3		2	2	
AV Early Start 1 (Status 1 & 2)		500							
AV Early Start 1 Intake		32							
AV Early Start 1 Total		532	6	88.7	3				
AV Early Start 2 (Status 1 & 2)		285							
AV Early Start 2 Intake		172							
AV Early Start 2 Total		457	6	76.2					
Status 1 Over 36 mo.		25							
Total Non-Early Start		Consumers	Ser. Coord.	Case Ratio	Opening	Hold	Floater	OD	Assoc.
Total Non-Early Start		6,683	63	106.1	13		2		2
Total Early Start		989	12	82.4	3				
Total		7,672	75	102.3	16		2	2	
AV Self Determination Specialist*		11			1				
AV Intake Services		481	5	96.2					2
Santa Clarita Valley		Consumers	Ser. Coord.	Case Ratio	Opening	Hold	Floater	OD	Assoc.
Adult Unit		958	11	87.1					1
Transition Unit I		99	1	99.0					
Transition Unit II		563	6	93.8	1				
Total		662							
School Age Unit I		948	10	94.8					
School Age Unit II		457	5	91.4					
Total		1,405	15	93.7					
Early Start (status 1 & 2)		534							
Early Start Intake		75							
Early Start Total		609	7	87.0	4		1		
Status 1 Over 36 mo.		6							
Total Non-Early Start		Consumers	Ser. Coord.	Case Ratio	Opening	Hold	Floater	OD	Assoc.
Total Non-Early Start		3,025	33	91.7	1				1
Total Early Start		609	7	87.0	4		1		
Total		3,634	40	90.9	5		1		1
SCV Self Determination Specialist*		7	1						

November 2022 CSC Caseload Ratio

All Valleys	Consumers	Ser. Coord.	Case Ratio	Opening	Hold	Floater	OD	Assoc.
Total Non-Early Start	25,647	253	101.4	36			3	
Total Early Start	4,801	61	78.7	11		1		
Sub-total	30,448	316	96.4	49		5	3	
*Self Determination Specialist	28	2		2				
*Total Non Early Start Supervisor	175							
*Total Early Start Supervisor Status 1&2	1							
*Total Early Start Supervisor Intake								
Intake Services	1,102	14	78.7					4
Early Start Intake	124	4	31.0	1				3
Prenatal Services								
Provisional Eligibility	474	6	79.0	1		1		
Enhanced Caseloads	234	6	39.0					
On-Duty Specialist Unit								4
AV On-Duty Specialist Unit								2
Development Center	16							
Enhanced Case Management	33	1						
Specialized 1:25 Caseloads	24	2		1				
Pending Transfer	47							
Total	32,706	349	93.7	52		6	9	7

* Numbers not part of ratio count, but counted on Total Summary section	
SFV Adult Unit Supervisor*	12
SFV Transition Unit Supervisor*	23
SFV School Age Unit Supervisor*	75
SFV Early Start Unit Supervisor*	1
SFV Early Start Intake Unit Supervisor*	
Provisional Unit Supervisor	18
SCV Early Start Unit Supervisor*	
SCV Early Start Intake Unit Supervisor*	
SCV School Age Supervisor*	2
AV Adult Unit Supervisor*	1
AV Transition Supervisor*	11
AV School Age Supervisor*	33
AV Early Start Unit Supervisor*	
AV Early Start Intake Unit Supervisor*	

FOR REFERENCE			
Cases included in Sub-Total above			
(1) Total Status 1 Over 36 mo.	76	Medicaid Waiver by Office:	
(2) Shared-in	7	SFVO	6523
(3) Shared-out	25	SCVO	1376
Total Early Start (Status 1 & 2)	4,120	AVO	2437
Total Early Start Intake	700	IRT	3
		Total	10339

- Notes**
- (1) These are individuals transitioning from Early Start
 - (2) Share-in: NLACRC provides case management
 - (3) Share-out: NLACRC provides funding

**NORTH LOS ANGELES COUNTY REGIONAL CENTER
MONTHLY STATISTICS RECAP
As of December 2022**

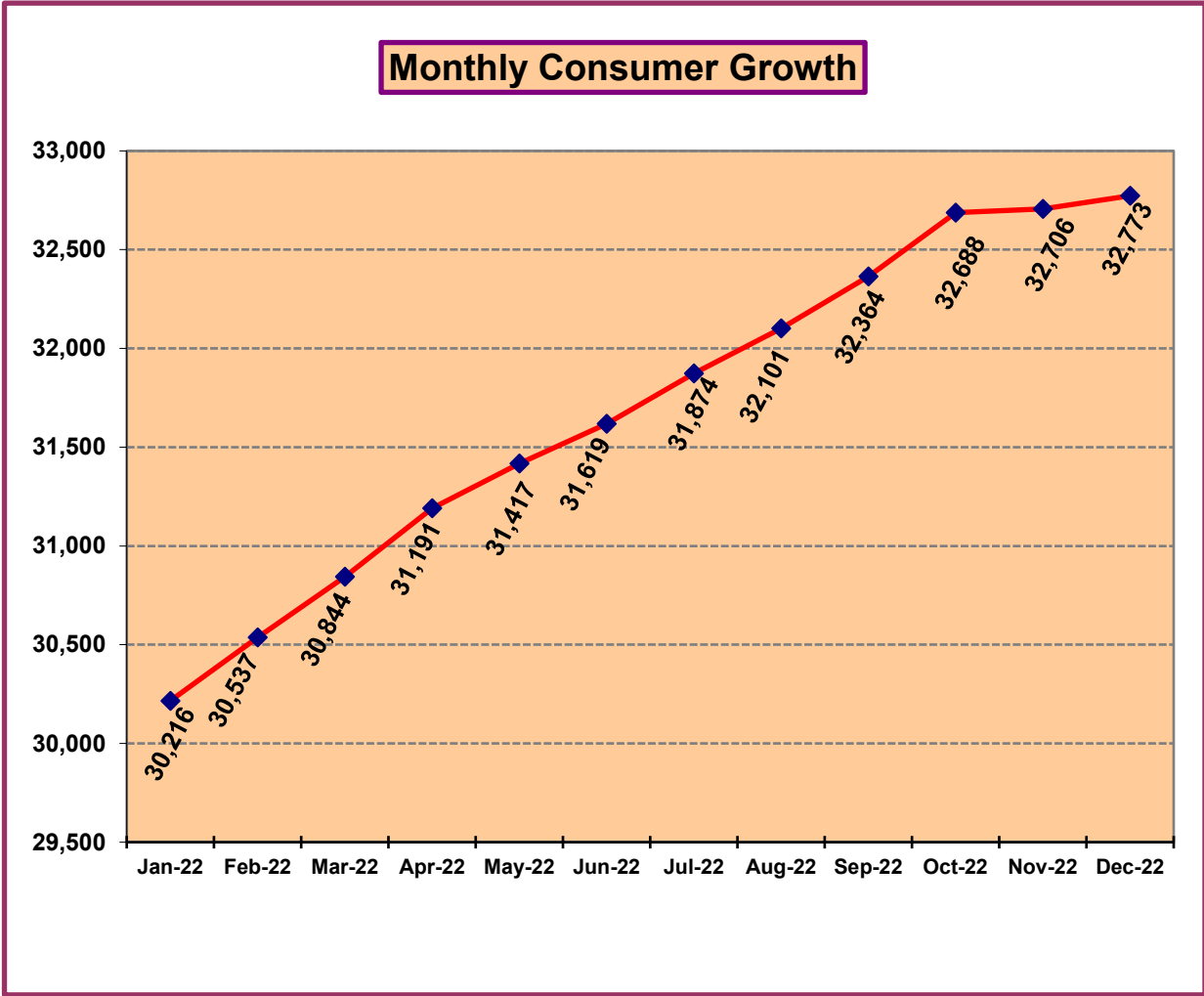
	January 2022 Total	December 2022 Total	Increase/ Decrease	% Change
ALL VALLEYS				
Total Non-Early Start	24,464	25,882	1,418	5.80%
Total Early Start	4,420	4,672	252	5.70%
Unit Supervisor Cases (*)	123	167	44	35.77%
Self Determination Specialist (*)	63	20	-43	-68.25%
Prenatal Services	0	0	0	#DIV/0!
Provisional Eligibility	261	496	235	90.04%
Development Center	14	16	2	14.29%
Enhanced Caseloads	0	232	232	#DIV/0!
On-Duty Specialist Unit	0	0	0	#DIV/0!
Enhanced Case Mgmt	37	33	-4	-10.81%
Specialized 1:25 Caseloads	20	25	5	25.00%
Pending Transfer	94	54	-40	-42.55%
Early Start Intake Services	0	178	178	#DIV/0!
Intake Services	720	998	278	38.61%
TOTAL ALL VALLEYS	30,216 (**)	32,773	2,557	8.46%
SAN FERNANDO VALLEY				
Adult Services	6,232	6,344	112	1.80%
Adult Unit Supervisor (*)	8	18	10	125.00%
Transition Services	3,149	3,227	78	2.48%
Transition Unit Supervisor (*)	41	34	-7	-17.07%
School Age Services	5,882	6,513	631	10.73%
School Age Unit Supervisor (*)	23	25	2	8.70%
Early Start Services	2,901	3,156	255	8.79%
Early Start Unit Supervisor (*)	2	1	-1	-50.00%
Early Start Intake Unit Supervisor (*)	0	0	0	#DIV/0!
Prenatal Services	0	0	0	#DIV/0!
Provisional Eligibility	261	496	235	#DIV/0!
Provisional Unit Supervisor (*)	0	26	26	#DIV/0!
On-Duty Specialist Unit	0	0	0	#DIV/0!
Development Center	14	16	2	14.29%
Enhanced Caseload	0	232	232	#DIV/0!
Enhanced Case Mgmt	37	33	-4	-10.81%
Specialized 1:25 Caseloads	20	25	5	25.00%
Pending Transfer	94	54	-40	-42.55%
Early Start Intake Services	0	178	178	#DIV/0!
Intake Services	493	553	60	12.17%
Self Determination Specialist (*)	30	6	-24	-80.00%
TOTAL	19,187	20,096	1,750	9.12%
ANTELOPE VALLEY				
Self Determination Specialist (*)	19	9	-10	-52.63%
Adult Services	2,409	2,649	240	9.96%
Adult Unit Supervisor (*)	13	3	-10	-76.92%
Transition Unit	1,947	1,838	-109	-5.60%
Transition Unit Supervisor (*)	9	6	-3	-33.33%
School Age Services	2,036	2,272	236	11.59%
School Age Unit Supervisor (*)	22	36	14	63.64%
Early Start Unit Supervisor (*)	5	12	7	140.00%
Early Start Intake Unit Supervisor (*)	0	0	0	#DIV/0!
Early Start Services	886	895	9	1.02%
Intake Services	227	445	218	96.04%
TOTAL	7,505	8,099	602	8.02%
SANTA CLARITA VALLEY				
Self Determination Specialist (*)	14	5	-9	-64.29%
Adult Services	947	961	14	1.48%
Transition Services	624	694	70	11.22%
School Age Services	1,238	1,384	146	11.79%
School Age Supervisor (*)	0	1	1	#DIV/0!
Early Start Services	633	621	-12	-1.90%
Early Start Unit Supervisor (*)	0	1	1	#DIV/0!
Early Start Intake Unit Supervisor (*)	0	4	4	#DIV/0!
TOTAL	3,442	3,660	219	6.36%

* Numbers not part of ratio count, but counted on Total All Valleys

**This number is our total number of consumers as of December 2022 (Early Start, Lanterman and others: Intake services, pending transfers, DC, enhanced case management, etc.)

NLACRC TOTAL (ALL SERVICES) MONTHLY CONSUMER GROWTH ALL VALLEYS

Month	Consumers	Growth	% Change
Jan-22	30,216	321	1.06%
Feb-22	30,537	307	1.01%
Mar-22	30,844	347	1.13%
Apr-22	31,191	226	0.72%
May-22	31,417	202	0.64%
Jun-22	31,619	255	0.81%
Jul-22	31,874	227	0.71%
Aug-22	32,101	263	0.82%
Sep-22	32,364	324	1.00%
Oct-22	32,688	18	0.06%
Nov-22	32,706	67	0.20%
Dec-22	32,773		
Total		2,557	
Average		232	
Percent Chg		8.46%	



December 2022 CSC Caseload Ratio

San Fernando Valley

Adult Services		Consumers	Ser. Coord.	Case Ratio	Opening	Hold	Floater	OD	Assoc.
Adult Unit I		757	8	94.6	1				
Adult Unit II		962	11	87.5			1		
Adult Unit III		6							
Adult Unit IV		970	9	107.8	2				
Adult Unit V		867	8	108.4	2				
Adult Unit VI		882	6	147.0	4				
Adult Unit VII		1006	10	100.6	2				
Adult Unit VIII		894	10	89.4	1				
Total		6,344	62	102.3	12		1		
Transition Services		Consumers	Ser. Coord.	Case Ratio	Opening	Hold	Floater	OD	Assoc.
Transition Unit I		900	9	100.0	2		1		
Transition Unit II		1,103	10	110.3	1				
Transition Unit III		1,224	13	94.2					
Total		3,227	32	100.8	3		1		
School Age Services		Consumers	Ser. Coord.	Case Ratio	Opening	Hold	Floater	OD	Assoc.
School Age III		1,192	12	99.3					
School Age IV		1,087	9	120.8	3				
School Age V		1,098	10	109.8	2				
School Age VI		1,152	10	115.2	2				
School Age VII		1,081	11	98.3	1				
School Age VIII		903	10	90.3					
Total		6,513	62	105.0	8				
Early Start Services		Consumers	Ser. Coord.	Case Ratio	Opening	Hold	Floater	OD	Assoc.
Early Start 1 (Status 1 & 2)		678							
Early Start 1 Intake		65							
Early Start 1 Total		743	10	74.3					
Early Start 2 (Status 1 & 2)		574							
Early Start 2 Intake		92							
Early Start 2 Total		666	8	83.3	1				
Early Start 3 (Status 1 & 2)		589							
Early Start 3 Intake		66							
Early Start 3 Total		655	10	65.5					
Early Start 4 (Status 1 & 2)		539							
Early Start 4 Intake		61							
Early Start 4 Total		600	7	85.7	2				
Early Start 5 (Status 1 & 2)		468							
Early Start 5 Intake		24							
Early Start 5 Total		492	6	82.0	2				
Status 1 Over 36 mo.		27							
Total		3,156	41	77.0	5				
Total Non-Early Start		Consumers	Ser. Coord.	Case Ratio	Opening	Hold	Floater	OD	Assoc.
Total Non-Early Start		16,084	156	103.1	23		2		
Total Early Start		3,156	41	77.0	5				
Total		19,240	197	97.7	28		2		
SFV Self Determination Specialist*		6	1	6.0	1				
Intake Services		553	9	61.4					2
Antelope Valley		Consumers	Ser. Coord.	Case Ratio	Opening	Hold	Floater	OD	Assoc.
Adult Unit I		1,038	8	129.8	3				
Adult Unit II		1,143	10	114.3	2				
Adult Unit III		468	4	117.0	1				
Total		2,649	22	120.4	6				
Transition Unit I		991	10	99.1	3				
Transition Unit II		847	9	94.1	1				
Total		1,838	19	96.7	4				
School Age I		1,173	12	97.8					
School Age II		1,099	8	137.4	5				2
School Age III							2		
Total		2,272	20	113.6	5		2		2
AV Early Start 1 (Status 1 & 2)		483							
AV Early Start 1 Intake		17							
AV Early Start 1 Total		500	6	83.3	3				
AV Early Start 2 (Status 1 & 2)		316							
AV Early Start 2 Intake		79							
AV Early Start 2 Total		395	5	79.0	1				
Status 1 Over 36 mo.		15							
Total Non-Early Start		Consumers	Ser. Coord.	Case Ratio	Opening	Hold	Floater	OD	Assoc.
Total Non-Early Start		6,759	61	110.8	15		2		2
Total Early Start		895	11	81.4	4				
Total		7,654	72	106.3	19		2		2
AV Self Determination Specialist*		9			1				
AV Intake Services		445	5	89.0					2
Santa Clarita Valley		Consumers	Ser. Coord.	Case Ratio	Opening	Hold	Floater	OD	Assoc.
Adult Unit		961	11	87.4					1
Transition Unit I		99	1	99.0					
Transition Unit II		595	6	99.2	1				
Total		694	18	98.7	2				
School Age Unit I		931	10	93.1					
School Age Unit II		453	5	90.6					
Total		1,384	15	92.3					
Early Start (status 1 & 2)		554							
Early Start Intake		67							
Early Start Total		621	8	77.6	3		1		
Status 1 Over 36 mo.		7							
Total Non-Early Start		Consumers	Ser. Coord.	Case Ratio	Opening	Hold	Floater	OD	Assoc.
Total Non-Early Start		3,039	33	92.1	1				1
Total Early Start		621	8	77.6	3		1		
Total		3,660	41	89.3	4		1		1
SCV Self Determination Specialist*		5	1						

December 2022 CSC Caseload Ratio

All Valleys	Consumers	Ser. Coord.	Case Ratio	Opening	Hold	Floater	OD	Assoc.
Total Non-Early Start	25,882	250	103.5	39		4	3	
Total Early Start	4,672	60	77.9	12		1		
Sub-total	30,554	312	97.9	53		5	3	
*Self Determination Specialist	20	2		2				
*Total Non Early Start Supervisor	149							
*Total Early Start Supervisor Status 1&2	14							
*Total Early Start Supervisor Intake	4							
Intake Services	998	14	71.3					4
Early Start Intake	178	4	44.5	1				3
Prenatal Services								
Provisional Eligibility	496	7	70.9			1		
Enhanced Caseloads	232	6	38.7					
On-Duty Specialist Unit								4
AV On-Duty Specialist Unit								2
Development Center	16							
Enhanced Case Management	33	1						
Specialized 1:25 Caseloads	25	2		1				
Pending Transfer	54							
Total	32,773	346	94.7	55		6	9	7

*** Numbers not part of ratio count, but counted on Total Summary section**

SFV Adult Unit Supervisor*	18
SFV Transition Unit Supervisor*	34
SFV School Age Unit Supervisor*	25
SFV Early Start Unit Supervisor*	1
SFV Early Start Intake Unit Supervisor*	
Provisional Unit Supervisor	26
SCV Early Start Unit Supervisor*	1
SCV Early Start Intake Unit Supervisor*	4
SCV School Age Supervisor*	1
AV Adult Unit Supervisor*	3
AV Transition Supervisor*	6
AV School Age Supervisor*	36
AV Early Start Unit Supervisor*	12
AV Early Start Intake Unit Supervisor*	

FOR REFERENCE

Cases included in Sub-Total above

(1) Total Status 1 Over 36 mo.	49	Medicaid Waiver by Office:	
(2) Shared-in	7	SFVO	6551
(3) Shared-out	25	SCVO	1383
Total Early Start (Status 1 & 2)	4,215	AVO	2460
Total Early Start Intake	475	IRT	8
		Total	10402

Notes

- (1) These are individuals transitioning from Early Start
- (2) Share-in: NLACRC provides case management
- (3) Share-out: NLACRC provides funding

Special Incident Reports in November 2022

Special Incidents	Children	Adults	Total
Other	1	85	86
Death	0	9	9
			95

Special Incident Reports From Prior Months Reported in November 2022

Special Incidents	Children	Adults	Total
Other	0	5	5
Death	0	2	2
			7
TOTAL			102

Special Incident Types Report
September 2022 through November 2022 & November 2021

Reasonably Suspected Abuse	22-Nov	22-Oct	22-Sep	21-Nov
Physical Abuse/Exploitation	2	7	13	0
Sexual Abuse/Exploitation	0	5	1	0
Fiduciary Abuse/Exploitation	1	2	6	2
Emotional/Mental Abuse/Exploitation	3	7	1	0
Physical and/or Chemical Restraint	1	0	3	1
Total:	7	21	24	3
Neglect				
Failure to Provide Care to Elderly/Adult	1	0	0	2
Failure to Provide Medical Care	0	0	0	0
Failure to Prevent Malnutrition	0	0	0	0
Failure to Prevent Dehydration	0	0	0	0
Failure to Protect from H/S Hazards	0	5	2	1
Failure to Assist w/ Personal Hygiene	0	1	0	0
Failure to Provide Food/Cloth/Shelter	0	0	0	0
Total:	1	6	2	3
Serious Injuries/Accidents				
Lacerations	2	2	3	2
Puncture wounds	0	0	0	0
Fractures	6	2	3	6
Dislocations	0	0	0	0
Bites	0	0	0	0
Internal Bleeding	0	0	2	2
Medication Errors	34	19	17	14
Medication Reactions	3	1	1	0
Burns	0	1	0	0
Total:	45	25	26	24
Unplanned/Unscheduled Hospitalization				
Respiratory Illness	13	7	7	3
Seizure Related	6	1	3	4
Cardiac Related	2	1	4	3
Internal Infections	14	9	13	7
Diabetes	0	0	0	2
Wound/Skin Care	0	1	0	2
Nutritional Deficiencies	1	2	2	3
Involuntary Psych Admission	2	3	4	6
Total:	38	24	33	30
Victim of Crime				
Robbery	0	0	1	0
Aggravated Assault	2	7	2	0
Larceny	0	3	5	2
Burglary	0	0	0	0
Rape or Attempted Rape	0	0	0	1
Total:	2	10	8	3
Other				
Missing Person-Law Notified	2	3	2	1
Death	11	8	16	9
Total:	13	11	18	10
Total Incidents*	106	97	111	73

***Please note that some Special Incident Reports include multiple reportable incident types and thus, this summary reflects the total number of incident types received for the timeframe indicated.**

INCIDENTS REPORTED TO DDS

November 2022

	Description	Action	Final Disposition
Incidents of Death Children		Incidents from prior months and reported in November	
UCI: FN: LN: Age: Inc. Date:			

	Description	Action	Final Disposition
Incidents of Death Adults		Incidents from prior months and reported in November	
Age: 51 Inc. Date: 10/14/2022	Consumer resided in the family home. Her health had declined rapidly, and she was admitted to the hospital. She was placed on a ventilator and passed while admitted.	CSC to follow up and request a copy of the death certificate. This case will be forwarded to the Mortality Review Committee for record review.	
Age: 54 Inc. Date: 10/31/2022	Consumer resided in an ICF/DD-H. He had been discharged from ICF and placed on hospice care. He passed while under care.	CSC to follow up and request a copy of the death certificate. This case will be forwarded to the Mortality Review Committee for record review.	

* Please note that highlighted incidents involve allegations of abuse and/or neglect, or crime victimization.

INCIDENTS REPORTED TO DDS

November 2022

	Description	Action	Final Disposition
Other Incidents Children		Incidents from prior months and reported in November	
UCI: FN: LN: Age: Inc. Date:			

	Description	Action	Final Disposition
Other Incidents Adults		Incidents from prior months and reported in November	
Age: 25 Inc. Date: 10/31/2022	Consumer resides in a CCF. He was out in the community and did not return to the facility to take his nighttime medication. Staff sent a reminder however he did not return to facility.	CSC to follow up. Community Care Licensing, and NLACRC Community Services, and Nurse Consultant were notified of this incident.	
Age: 26 Inc. Date: 10/28/2022	Consumer resides in an ICF-DD/N. Staff found him in distress and called 911. He was transported to the hospital and admitted into hospital for treatment of Sepsis.	CSC to follow up. NLACRC Community Services, Department of Health Services and Nurse Consultant were notified of this incident.	
Age: 35 Inc. Date: 10/30/2022	Consumer resides in a CCF. She was out in the community with family when she twisted her ankle. She was taken to Urgent Care and was diagnosed with a fractured ankle.	CSC to follow up. Community Care Licensing, NLACRC Community Services and Nurse Consultant were notified of this incident.	

* Please note that highlighted incidents involve allegations of abuse and/or neglect, or crime victimization.

INCIDENTS REPORTED TO DDS

November 2022

	Description	Action	Final Disposition
Age: 41 Inc. Date: 10/30/2022	Consumer resides in a CCF. She was sitting in bed while staff adjusted legs during a lift and transfer. She lost grip and fell to floor, hitting the back of her head on the headboard, causing a cut. 911 transported her to ER, where staples were applied.	CSC to follow up. Community Care Licensing, NLACRC Community Services and Nurse Consultant were notified of this incident.	
Age: 51 Inc. Date: 10/29/2022	Consumer resides in a CCF. They were discharged from the hospital and due to catheter use, was sent temporarily to a nursing facility until appointment with specialist.	CSC to follow up. Community Care Licensing, NLACRC Community Services and Nurse Consultant were notified of this incident.	

	Description	Action	Final Disposition
Incidents of Death Children			
UCI: FN: LN: Age: Inc. Date:			

* Please note that highlighted incidents involve allegations of abuse and/or neglect, or crime victimization.

INCIDENTS REPORTED TO DDS

November 2022

	Description	Action	Final Disposition
Incidents of Death Adults			
Age: 31 Inc. Date: 11/01/2022	Consumer resided with Family. The consumer passed away at home due to pulmonary embolism.	CSC to follow up and request a copy of the death certificate. This case will be forwarded to the Mortality Review Committee for record review.	
Age: 35 Inc. Date: 11/12/2022	Consumer resided in ICF-DD/N. He was found unresponsive in bed. CPR was performed, 911 was called, and he was pronounced deceased.	CSC to follow up and request a copy of the death certificate. This case will be forwarded to the Mortality Review Committee for record review.	
Age: 46 Inc. Date: 11/16/2022	Consumer had been residing in an ICF-DD/N and was admitted to Hospice in June due to a cancer diagnosis. Radiation and Chemotherapy Therapy had been refused leading to her passing.	CSC to follow up and request a copy of the death certificate. This case will be forwarded to the Mortality Review Committee for record review.	
Age: 51 Inc. Date: 11/07/2022	Consumer resided in ICF-DD/H. Last month he was admitted for tracheotomy; he passed away due to pulmonary and cardiac arrest.	CSC to follow up and request a copy of the death certificate. This case will be forwarded to the Mortality Review Committee for record review.	
Age: 57 Inc. Date: 11/18/2022	Consumer resided in CCF. He was watching TV in his room; staff was conducting checks when it was discovered he had passed away of a known heart condition.	CSC to follow up and request a copy of the death certificate. This case will be forwarded to the Mortality Review Committee for record review.	
Age: 59 Inc. Date: 11/8/2022	Consumer resided in ICF-DD/N. He was admitted into the hospital with pneumonia and he passed away the next day due to septic shock related to a Urinary Tract Infection.	CSC to follow up and request a copy of the death certificate. This case will be forwarded to the Mortality Review Committee for record review.	
Age: 63 Inc. Date: 11/14/2022	The consumer resided in a CCF. He passed away after being hospitalized and ill for several months, along with experiencing COVID.	CSC to follow up and request a copy of the death certificate. This case will be forwarded to the Mortality Review Committee for record review.	

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INCIDENTS REPORTED TO DDS

November 2022

	Description	Action	Final Disposition
Age: 72 Inc. Date: 11/06/2022	Consumer was residing in a Skilled Nursing Facility where he was transported to the hospital due to labored breathing. He passed away while admitted to the hospital.	CSC to follow up and request a copy of the death certificate. This case will be forwarded to the Mortality Review Committee for record review.	
Age: 77 Inc. Date: 11/29/2022	Consumer received Independent Living Services. When ILS staff arrived at his home, they found him nonresponsive. 911 was called and chest compressions were attempted. Paramedics, Law Enforcement, family, Coroner, and Mortuary responded.	CSC to follow up and request a copy of the death certificate. This case will be forwarded to the Mortality Review Committee for record review.	

	Description	Action	Final Disposition
Other Incidents Children			
Age: 16 Inc. Date: 11/4/2022	Consumer resides in family home. Consumer was taken to ER for increased heart rate and congestion and was admitted for treatment and observation.	CSC to follow up. NLACRC Community Services and Nurse Consultant were notified of this incident.	

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INCIDENTS REPORTED TO DDS

November 2022

	Description	Action	Final Disposition
Other Incidents Adults			
Age: 22 Inc. Date: 11/09/2022	Consumer resides in an Adult Residential Facility. He left the facility on an unauthorized absence. The next day, his family was contacted from a hospital where consumer had been admitted for Psychiatric treatment.	CSC to follow up. Community Care Licensing, Law Enforcement, Psychiatric Consult and NLACRC Community Services were notified of this incident.	
Age: 24 Inc. Date: 11/29/2022	Consumer resides in the family home. During a community outing with vendor, another consumer hit him in the face twice with their fist. A small red mark was left on his face.	CSC to follow up. Community Care Licensing, Adult Protective Services, Law Enforcement and NLACRC Community Services were notified of this incident.	
Age: 25 Inc. Date: 11/1/22	Consumer resides in her family home. Her family was concerned because they had not seen her; she had texted her brother that she was being held hostage. When her family found her, she was taken to hospital due to having bruises, swelling, and not appearing in good health.	CSC to follow up. Law Enforcement and NLACRC Community Services were notified of this incident.	
Age: 25 Inc. Date: 11/1/2022	Consumer resides in a CCF. He was out in the community and did not return to the facility on time to take his nighttime medication. Staff sent him a reminder however he did not return to the facility.	CSC to follow up. Community Care Licensing, and NLACRC Community Services, and Nurse Consultant were notified of this incident.	
Age: 25 Inc. Date: 11/07/2022	Consumer resides in a CCF. He was out in the community and did not return to the facility on time to take his nighttime medication. Staff sent him a reminder however he did not return to the facility.	CSC to follow up. Community Care Licensing, NLACRC Community Services, and Nurse Consultant were notified of this incident.	
Age: 25 Inc. Date: 11/09/2022	Consumer resides in a CCF. He was out in the community and did not return to the facility on time to take his nighttime medication. Staff sent him a reminder however he did not return to the facility.	CSC to follow up. Community Care Licensing, NLACRC Community Services, and Nurse Consultant were notified of this incident.	
Age: 25 Inc. Date: 11/10/2022	Consumer resides in a CCF. He was out in the community and did not return to the facility on time to take his nighttime medication. Staff	CSC to follow up. Community Care Licensing, NLACRC Community	

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INCIDENTS REPORTED TO DDS

November 2022

	Description	Action	Final Disposition
	sent him a reminder however he did not return to the facility.	Services, and Nurse Consultant were notified of this incident.	
Age: 25 Inc. Date: 11/12/2022	Consumer resides in a CCF. He was out in the community and did not return to the facility on time to take his nighttime medication. Staff sent him a reminder however he did not return to the facility.	CSC to follow up. Community Care Licensing, NLACRC Community Services, and Nurse Consultant were notified of this incident.	
Age: 25 Inc. Date: 11/14/2022	Consumer resides in a CCF. He was out in the community and did not return to the facility on time to take his nighttime medication. Staff sent him a reminder however he did not return to the facility.	CSC to follow up. Community Care Licensing, NLACRC Community Services, and Nurse Consultant were notified of this incident.	
Age: 25 Inc. Date: 11/16/2022	Consumer resides in a CCF. He was out in the community and did not return to the facility on time to take his nighttime medication. Staff sent him a reminder however he did not return to the facility.	CSC to follow up. Community Care Licensing, NLACRC Community Services, and Nurse Consultant were notified of this incident.	
Age: 25 Inc. Date: 11/17/2022	Consumer resides in a CCF. He was out in the community and did not return to the facility on time to take his nighttime medication. Staff sent him a reminder however he did not return to the facility.	CSC to follow up. Community Care Licensing, NLACRC Community Services, and Nurse Consultant were notified of this incident.	
Age: 25 Inc. Date: 11/18/2022	Consumer resides in a CCF. He was out in the community and did not return to the facility on time to take his nighttime medication. Staff sent him a reminder however he did not return to the facility.	CSC to follow up. Community Care Licensing, NLACRC Community Services, and Nurse Consultant were notified of this incident.	
Age: 25 Inc. Date: 11/19/2022	Consumer resides in a CCF. He did not return to the facility on time to take his nighttime medication. Staff reminded him, but he stated he wasn't returning because he wanted to spend time with his girlfriend before his court date and jail time.	CSC to follow up. Community Care Licensing, NLACRC Community Services, and Nurse Consultant were notified of this incident.	
Age: 25 Inc. Date: 11/20/2022	Consumer resides in a CCF. He was out in the community and did not return to the facility on time to take his nighttime medication. Staff	CSC to follow up. Community Care Licensing, NLACRC Community Services, and Nurse Consultant were notified of this incident.	

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INCIDENTS REPORTED TO DDS

November 2022

	Description	Action	Final Disposition
	sent him a reminder however he did not return to the facility.		
Age: 25 Inc. Date: 11/22/2022	Consumer resides in a CCF. He was out in the community and did not return to the facility on time to take his nighttime medication. Staff sent him a reminder however he did not return to the facility.	CSC to follow up. Community Care Licensing, NLACRC Community Services, and Nurse Consultant were notified of this incident.	
Age: 25 Inc. Date: 11/23/2022	Consumer resides in a CCF. He was out in the community and did not return to the facility on time to take his nighttime medication. Staff sent him a reminder however he did not return to the facility.	CSC to follow up. Community Care Licensing, NLACRC Community Services, and Nurse Consultant were notified of this incident.	
Age: 25 Inc. Date: 11/24/2022	Consumer resides in a CCF. He in the community and did not return to take his evening meds, nor did he answer the staffs phone calls or texts. A missing person's report was filed.	CSC to follow up. Community Care Licensing, Law Enforcement, NLACRC Community Services, and Nurse Consultant were notified of this incident.	
Age: 25 Inc. Date: 11/29/2022	Consumer resides in a CCF. He was out in the community and did not return to the facility on time to take his nighttime medication. Staff sent him a reminder however he did not return to the facility.	CSC to follow up. Community Care Licensing, Law Enforcement, NLACRC Community Services, and Nurse Consultant were notified of this incident.	
Age: 27 Inc. Date: 11/09/2022	Consumer resides in a CCF. During a behavior episode he bit himself and was placed in a hold by staff; he had a self-inflicted injury on left forearm from biting himself.	CSC to follow up. Community Care Licensing and NLACRC Community Services were notified of this incident.	
Age: 28 Inc. Date: 11/16/2022	Consumers resides in the family home. He reported to vendor that he had a physical altercation with support staff. As a result he had an emotional outburst where law enforcement was called.	CSC to follow up. Law Enforcement, Adult Protective Services, Psychological Consult, and NLACRC Community Services were notified of this incident.	
Age: 29 Inc. Date: 11/4/2022	The consumer receives Supported Living Services. SLS provider noted that consumer had been given her prescriptions at the wrong time. She had been given her evening meds in the morning.	CSC to follow up. Community Care Licensing, and NLACRC Community Services, and Nurse Consultant were notified of this incident.	

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INCIDENTS REPORTED TO DDS

November 2022

	Description	Action	Final Disposition
Age: 29 Inc. Date: 11/10/2022	The consumer receives Independent Living Services. During a session with their therapist, the consumer expressed suicidal ideation and was transported to hospital by ambulance where they were placed on a 5150 hold.	CSC to follow up. Psychiatric Consultant and NLACRC Community Services were notified of this incident.	
Age: 29 Inc. Date: 11/25/2022	Consumer resides in a CCF. While visiting family, she experienced a drop seizure and hit her face on the counter, resulting in a laceration on lip, bruised eye, and a small fracture on nose. Treatment was given in ER.	CSC to follow up. Community Care Licensing, NLACRC Community Services, and Nurse Consultant were notified of this incident.	
Age: 34 Inc. Date: 11/26/2022	Consumer resides in a CCF. Staff mistakenly administered his morning and evening doses of the same newly prescribed medication.	CSC to follow up. Community Care Licensing, NLACRC Community Services, and Nurse Consultant were notified of this incident.	
Age: 35 Inc. Date: 11/3/2022	Consumer resides in the family home. She experienced a drop seizure and hit her head on the floor. A laceration was noted on back of her head which required 15 stitches in the ER.	CSC to follow up. NLACRC Community Services and Nurse Consultant were notified of this incident.	
Age: 35 Inc. Date: 11/05/2022	Consumer resides in an ICF-DD/N. He was diagnosed with COVID and prescribed a 5-day course of medication. Staff failed to give consumer the complete 5 th day dosage of the medication.	CSC to follow up. Department of Health Services, NLACRC Community Services, and Nurse Consultant were notified of this incident.	
Age: 35 Inc. Date: 11/10/2022	Consumer resides with family. While providing services, staff witnessed a physical altercation between the consumer and their father, along with father making disparaging remarks about consumer's disability.	CSC to follow up. NLACRC Community Services and Nurse Consultant were notified of this incident.	
Age: 35 Inc. Date: 11/11/2022	Consumer resides with family. Staff was present during a family argument with consumer and parents. The consumer called 911 and requested to be placed on psychiatric hold.	CSC to follow up. Law Enforcement, NLACRC Community Services and Nurse Consultant were notified of this incident.	
Age: 35 Inc. Date: 11/13/2022	Consumer resides in an ICF-DD/N. He returned home after a family visit and was unable to walk. He was taken to the ER where it was	CSC to follow up. Department of Health Services, NLACRC Community	

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INCIDENTS REPORTED TO DDS

November 2022

	Description	Action	Final Disposition
	found that his foot was broken in four places. Family reports his ankle buckled, and he fell.	Services, and Nurse Consultant were notified of this incident.	
Age: 38 Inc. Date: 11/05/2022	Consumer resides in an ICF-DD/N. He was diagnosed with COVID and prescribed a 5-day course of medication. Staff failed to give consumer the complete 5 th day dosage of the medication.	CSC to follow up. Department of Health Services, NLACRC Community Services, and Nurse Consultant were notified of this incident.	
Age: 38 Inc. Date: 11/21/2022	The consumer receives Independent Living Services. Staff transported consumer to the hospital due to severe coughing, shortness of breath, and vomiting. He was diagnosed with a Respiratory Tract Infection and COVID-19.	CSC to follow up. NLACRC Community Services and Nurse Consultant were notified of this incident.	
Age: 38 Inc. Date: 11/29/2022	Consumer resides in a CCF. Staff noted he was sleeping through the day, with no appetite, appearing weak. 911 was called and he was admitted into the hospital for further observation and treatment.	CSC to follow up. Community Care Licensing, NLACRC Community Services and Nurse Consultant were notified of this incident.	
Age: 40 Inc. Date: 11/07/2022	Consumer resides in a Community Treatment Facility. Staff failed to administer scheduled evening medications.	CSC to follow up. Community Care Licensing, NLACRC Community Services and Nurse Consultant were notified of this incident.	
Age: 40 Inc. Date: 11/07/2022	Consumer resides in a Community Treatment Facility. Staff failed to administer scheduled evening medications.	CSC to follow up. Community Care Licensing, NLACRC Community Services and Nurse Consultant were notified of this incident.	
Age: 40 Inc. Date: 11/07/2022	Consumer resides in a CCF. She requested medical attention due to experiencing a seizure related health ailment and suicidal ideations. ER decided to admit for a mental health evaluation and observation.	CSC to follow up. Community Care Licensing, Psychiatric Consultant, NLACRC Community Services and Nurse Consultant were notified of this incident.	
Age: 40 Inc. Date: 11/14/2022	Consumer resides in a CCF. She requested medical attention due to experiencing a seizure related health ailment and suicidal	CSC to follow up. Community Care Licensing, Psychiatric Consultant, NLACRC Community Services and	

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INCIDENTS REPORTED TO DDS

November 2022

	Description	Action	Final Disposition
	ideations. ER decided to admit for a mental health evaluation and observation.	Nurse Consultant were notified of this incident.	
Age: 40 Inc. Date: 11/25/2022	Consumer resides in a CCF. She stated she was experiencing seizure related health ailments and suicidal ideations and requested medical attention. ER decided to admit for a mental and health evaluation.	CSC to follow up. Community Care Licensing, Psychiatric Consultant, NLACRC Community Services and Nurse Consultant were notified of this incident.	
Age: 40 Inc. Date: 11/18/2022	Consumer resides in CCF. She was not feeling well, with a fever and chills. 911 was called and she was transported to the hospital. She was admitted into hospital due to high temperature and congestion.	CSC to follow up. Community Care Licensing, NLACRC Community Services, and Nurse Consultant were notified of this incident.	
Age: 40 Inc. Date: 11/22/2022	Consumer resides in CCF. She was scheduled to receive a VNS battery replacement surgery. It was discovered she needed a total VNS replacement surgery and was admitted into hospital for treatment.	CSC to follow up. Community Care Licensing, NLACRC Community Services, and Nurse Consultant were notified of this incident.	
Age: 41 Inc. Date: 11/17/2022	Consumer resides in a CCF. She became distraught when she stated that she witnessed two staff arguing and appearing that they were going to fight. She stated that this was the second occurrence.	CSC to follow up. Community Care Licensing, Adult Protective Services, and NLACRC Community Services were notified of this incident.	
Age: 41 Inc. Date: 11/11/2022	Consumer resides in an ICF-DD/N. She was noted as agitated with elevated heartrate and labored breathing. Paramedics were called and she was transported to the ER where she was admitted and tested positive for COVID.	CSC to follow up. Department of Health Services, NLACRC Community Services and Nurse Consultant were notified of this incident.	
Age: 41 Inc. Date: 11/11/2022	Consumer resides in a CCF. He tested positive for COVID and a day later 911 was called due to low oxygen levels. After being transported to the ER, he was admitted into the hospital for treatment of pneumonia.	CSC to follow up. Community Care Licensing, NLACRC Community Services and Nurse Consultant were notified of this incident.	
Age: 43 Inc. Date: 11/09/2022	Consumer receives Supported Living Services. A medication error was discovered while reviewing medication during quarterly meeting.	CSC to follow up. NLACRC Community Services and Nurse Consultant were notified of this incident.	

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INCIDENTS REPORTED TO DDS

November 2022

	Description	Action	Final Disposition
Age: 45 Inc. Date: 11/16/2022	Consumer receives Supported Living Services. SLS staff noticed a large rash on consumer's back. PCP stated that the original diagnosis of was misdiagnosed, and the prescribed medication caused this allergic reaction.	CSC to follow up. NLACRC Community Services and Nurse Consultant were notified of this incident.	
Age: 47 Inc. Date: 11/13/2022	Consumer receives Supported Living Services While receiving services, she fell off her bed and appeared unharmed and did not report pain. The next day, she was experiencing pain in her shoulder and was taken to the ER, where when was found to have a fracture in the left shoulder.	CSC to follow up. NLACRC Community Services and Nurse Consultant were notified of this incident.	
Age: 48 Inc. Date: 11/2/2022	Consumer resides in an ICF/DD-N. She was being transferred from bed onto wheelchair via Hoyer Lift. The lift became off balanced, resulting in her falling onto the floor. 911 called, ambulance transported to hospital. It was diagnosed that both legs are fractured.	CSC to follow up. Department of Health Services, NLACRC Community Services, and Nurse Consultant were notified of this incident.	
Age: 48 Inc. Date: 11/07/2022	Consumer resides in a CCF. He had routine appointment where labs were taken. He was at home when labs results arrived, consumer was transported to ER via ambulance and admitted into hospital with a diagnosis of sepsis due to elevated white blood cells.	CSC to follow up. Community Care Licensing, NLACRC Community Services and Nurse Consultant were notified of this incident.	
Age: 52 Inc. Date: 11/5/2022	Consumer resides in a CCF. Her breathing was shallow and labored. 911 was called, after evaluation she was transported to Hospital and admitted to the ICU for treatment of Urinary Tract Infection and possible sepsis.	CSC to follow up. Community Care Licensing, NLACRC Community Services and Nurse Consultant were notified of this incident.	
Age: 52 Inc. Date: 11/15/2022	Consumer resides in a CCF. Her breathing was labored. Her condition did not appear to improve and 911 was called, after evaluation she was transported to Hospital and admitted for treatment of Urinary Tract Infection and Pneumonia.	CSC to follow up. Community Care Licensing, NLACRC Community Services and Nurse Consultant were notified of this incident.	
Age: 54	Consumer resides in an ICF-DD/N. She was experiencing a cough, congestion w/runny	CSC to follow up. Department of Health Services, NLACRC Community	

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INCIDENTS REPORTED TO DDS

November 2022

	Description	Action	Final Disposition
Inc. Date: 11/2/2022	nose, and refusing food, drinks, and medication. She was admitted into the hospital for treatment of Pneumonia, Urinary Tract Infection, and rhinovirus.	Services and Nurse Consultant were notified of this incident.	
Age: 55 Inc. Date: 11/08/2022	Consumer resides in an ICF/DD-H. His doctor ordered that he be taken to ER for flu-like symptoms; he was admitted into hospital for treatment of flu, pneumonia, and low blood pressure.	CSC to follow up. Department of Health Services, NLACRC Community Services and Nurse Consultant were notified of this incident.	
Age: 56 Inc. Date: 11/05/2022	Consumer resides in an ICF-DD/N. Consumer is COVID positive and prescribed a 5-day course of medication. Staff failed to administer the complete 5-day dosage of medication.	CSC to follow up. Department of Health Services, NLACRC Community Services, and Nurse Consultant were notified of this incident.	
Age: 57 Inc. Date: 11/17/2022	The consumer receives Supported Living Services. She asked SLS staff to take her to the hospital due to her legs being swollen. During testing protocols, consumer decided to go home without proper diagnosis, discharge, and/or paperwork. She stated that she has not taken her meds in over a year.	CSC to follow up. NLACRC Community Services and Nurse Consultant were notified of this incident.	
Age: 57 Inc. Date: 11/25/2022	The consumer receives Supported Living Services. She asked for assistance due to not feeling well; it was noted her hand was cold to the touch and face began to turn purple. 911 was called and she was admitted in ICU for COVID-19, Flu, and Pneumonia.	CSC to follow up. NLACRC Community Services and Nurse Consultant were notified of this incident.	
Age: 58 Inc. Date: 11/1/22	Consumer resides in ICF-DD/N. He was taken to the ER due to respiratory distress and was admitted into hospital; he tested positive for COVID the day prior.	CSC to follow up. Department of Health Services, NLACRC Community Services and Nurse Consultant were notified of this incident.	
Age: 58 Inc. Date: 11/05/2022	Consumer resides in an ICF-DD/N. Consumer is COVID positive and prescribed a 5-day course of medication. Staff failed to administer consumer the complete 5-day dosage of medication.	CSC to follow up. Department of Health Services, NLACRC Community Services, and Nurse Consultant were notified of this incident.	

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INCIDENTS REPORTED TO DDS

November 2022

	Description	Action	Final Disposition
Age: 58 Inc. Date: 11/26/2022	Consumer resides in a CCF. She fell in the bathroom, resulting in a laceration on her eyebrow. 911 was called and she was treated in ER for a facial laceration.	CSC to follow up. Community Care Licensing, NLACRC Community Services, and Nurse Consultant were notified of this incident.	
Age: 59 Inc. Date: 11/5/2022	Consumer resides in an ICF/DD-H. Staff noted she had fever, was lethargic, weak, with irregular urine. 911 was called and paramedics took her to ER where she was admitted for treatment of possible urine infection.	CSC to follow up. Department of Health Services, NLACRC Community Services and Nurse Consultant were notified of this incident.	
Age: 59 Inc. Date: 11/7/2022	Consumer resides in ICF-DD/N. Consumer did not look well and staff were unable to assist with ambulation, 911 was called and he was taken to ER. He was admitted for treatment of Pneumonia.	CSC to follow up. Department of Health Services, NLACRC Community Services and Nurse Consultant were notified of this incident.	
Age: 59 Inc. Date: 11/19/2022	Consumer resides in a CCF. He was taken to hospital due to shortness of breath and admitted for further observation and treatment.	CSC to follow up. Community Care Licensing, NLACRC Community Services and Nurse Consultant were notified of this incident.	
Age: 60 Inc. Date: 11/1/2022	Consumer resides in a CCF. Staff received a call from her doctor instructing them to take consumer to the ER, due to her blood test results returning with low blood levels (anemia). She was admitted to the hospital for observation and treatment.	CSC to follow up. Community Care Licensing, and NLACRC Community Services, and Nurse Consultant were notified of this incident.	
Age: 60 Inc. Date: 11/2/2022	Consumer resides in the family home. Due to error in medication delivery, consumer missed a dosage of two prescriptions.	CSC to follow up. NLACRC Community Services, and Nurse Consultant were notified of this incident.	
Age: 61 Inc. Date: 11/6/2022	Consumer resides in an ICF/DD-H. Her morning medication was signed off but was not administered to consumer.	CSC to follow up. Department of Health Services, NLACRC Community Services, and Nurse Consultant were notified of this incident.	
Age: 61 Inc. Date: 11/08/2022	Consumer receives Supported Living Services. SLS staff noticed he did not appear well. He was transported to the ER and was admitted	CSC to follow up. NLACRC Community Services and Nurse Consultant were notified of this incident.	

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INCIDENTS REPORTED TO DDS

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	Description	Action	Final Disposition
	into the hospital for observation and treatment.		
Age: 61 Inc. Date: 11/23/2022	Consumer resides in an ICF/DD-H. She experienced a prolonged seizure, and 911 was called. She was transported to ER and admitted into hospital for observation and treatment.	CSC to follow up. Department of Health Services, NLACRC Community Services, and Nurse Consultant were notified of this incident.	
Age: 61 Inc. Date: 11/14/2022	Consumer receives Supported Living Services. He reported to SLS staff that his neighbor placed a heated object onto his hand between his thumb and finger, leaving a red mark.	CSC to follow up. Law Enforcement, Adult Protective Services, Community Care Licensing, and NLACRC Community Services were notified of this incident.	
Age: 61 Inc. Date: 11/22/2022	Consumer resides in an ICF/DD-H. Staff noted that consumer was experiencing a sore throat and feeling unwell, with a fever. A rapid COVID-19 test was given, and the results were positive. Consumer was admitted into the hospital for treatment.	CSC to follow up. Department of Health Services, NLACRC Community Services, and Nurse Consultant were notified of this incident.	
Age: 63 Inc. Date: 11/05/2022	Consumer resides in an ICF-DD/N. Consumer is COVID positive and prescribed a 5-day course of medication. Staff failed to administer consumer the complete 5-day dosage of meds.	CSC to follow up. Department of Health Services, NLACRC Community Services, and Nurse Consultant were notified of this incident.	
Age: 63 Inc. Date: 11/25/2022	Consumer resides in a CCF. He was diagnosed with COVID and it was noted that he was having difficulty breathing, 911 was called and transported him to ER, where he was admitted for further evaluation and treatment.	CSC to follow up. Community Care Licensing, NLACRC Community Services, and Nurse Consultant were notified of this incident.	
Age: 64 Inc. Date: 11/3/2022	Consumer receives SLS Services. Her adult child and grandchildren moved into her home which is putting her placement at risk. Her adult child is reportedly using her funds without consent.	CSC to follow up. NLACRC Community Services and Adult Protective Services were notified of this incident.	
Age: 64 Inc. Date: 11/12/2022	Consumer resides in a CCF. He visited the ER due to fall in bathroom and elevated blood pressure but was sent home. Later in the	CSC to follow up. Community Care Licensing, NLACRC Community	

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INCIDENTS REPORTED TO DDS

November 2022

	Description	Action	Final Disposition
	evening, was taken to ER again due to unsteady gait. He was admitted into hospital and tested positive for COVID.	Services and Nurse Consultant were notified of this incident.	
Age: 64 Inc. Date: 11/24/2022	Consumer resides in a CCF. After noted coughing with much phlegm, and vomiting she was taken to ER, where she was diagnosed with Urinary Tract Infection and admitted into hospital for further evaluation and treatment.	CSC to follow up. Community Care Licensing, NLACRC Community Services and Nurse Consultant were notified of this incident.	
Age: 64 Inc. Date: 11/26/2022	Consumer receives Supported Living Services. SLS staff left her evening medication on counter for consumer to take after their shift was over. It was noted the next day by SLS staff that she did not take her evening meds.	CSC to follow up. NLACRC Community Services and Nurse Consultant were notified of this incident.	
Age: 65 Inc. Date: 11/2/2022	Consumer receives Supported Living Services. SLS staff was instructed to call 911 due to her vomiting and experiencing stomach pain. In ER she was diagnosed with Urinary Tract Infection and was admitted into hospital for continual treatment of vomiting and stomach pain.	CSC to follow up. NLACRC Community Services and Nurse Consultant were notified of this incident.	
Age: 65 Inc. Date: 11/6/2022	Consumer was in a skill nursing facility and was admitted to hospital due to experiencing respiratory distress.	CSC to follow up. NLACRC Community Services and Nurse Consultant were notified of this incident.	
Age: 65 Inc. Date: 11/14/2022	Consumer was in a skill nursing facility and was admitted to hospital and later diagnosed with pneumonia and respiratory failure.	CSC to follow up. NLACRC Community Services and Nurse Consultant were notified of this incident.	
Age: 66 Inc. Date: 11/05/2022	Consumer resides in an ICF-DD/N. Consumer is COVID positive and prescribed a 5-day course of medication. Staff failed to administer consumer the complete 5-day dosage of meds.	CSC to follow up. Department of Health Services, NLACRC Community Services, and Nurse Consultant were notified of this incident.	
Age: 66 Inc. Date: 11/05/2022	Consumer resides in an ICF-DD/N. Consumer is COVID positive and prescribed a 5-day course of medication. Staff failed to	CSC to follow up. Department of Health Services, NLACRC Community Services, and Nurse Consultant were notified of this incident.	

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INCIDENTS REPORTED TO DDS

November 2022

	Description	Action	Final Disposition
	administer consumer the complete 5-day dosage of meds.		
Age: 66 Inc. Date: 11/14/2022	Consumer resides in a CCF/Specialized Res Facility. It was noted that she had numerous, scattered, pinpoint red spots on forearms and hands, possibly due to reaction to recent medication change.	CSC to follow up. Community Care Licensing, NLACRC Community Services and Nurse Consultant were notified of this incident.	
Age: 67 Inc. Date: 11/05/2022	Consumer resides in an ICF-DD/N. Consumer is COVID positive and prescribed a 5-day course of medication. Staff failed to administer consumer the complete 5-day dosage of meds.	CSC to follow up. Department of Health Services, NLACRC Community Services, and Nurse Consultant were notified of this incident.	
Age: 70 Inc. Date: 11/05/2022	Consumer resides in an ICF-DD/N. Consumer is COVID positive and prescribed a 5-day course of medication. Staff failed to administer consumer the complete 5-day dosage of meds.	CSC to follow up. Department of Health Services, NLACRC Community Services, and Nurse Consultant were notified of this incident.	
Age: 72 Inc. Date: 11/22/2022	Consumer receives Supported Living Services. SLS staff reported that consumer appeared unwell and contacted paramedics. She was transported to the hospital and admitted for treatment of Kidney Stones.	CSC to follow up. NLACRC Community Services and Nurse Consultant were notified of this incident.	
Age: 74 Inc. Date: 11/17/2022	Consumer resides in a CCF. He experienced what look like bruising in the left eye. He was taken to Urgent Care where they determined it was a reaction to his blood thinner medication.	CSC to follow up. Community Care Licensing, NLACRC Community Services, and Nurse Consultant were notified of this incident.	
Age: 75 Inc. Date: 11/17/2022	Consumer receives Supported Living Services. SLS staff transported consumer to hospital after it was noted that she was experiencing shortness of breath. She was admitted for treatment of congestive heart failure.	CSC to follow up. NLACRC Community Services and Nurse Consultant were notified of this incident.	
Age: 78 Inc. Date: 11/2/2022	Consumer resides in a CCF. She is admitted to a Skilled Nursing Facility (SNF) for rehab and CCF staff visited her in-person and reported concerns regarding her progress and treatment in the SNF.	CSC to follow up. NLACRC Community Services, Long-Term Care Ombudsman, Adult Protective Services, and Nurse Consultant were notified of this incident.	

* Please note that highlighted incidents involve allegations of abuse and/or neglect, or crime victimization.

INCIDENTS REPORTED TO DDS

November 2022

	Description	Action	Final Disposition

* Please note that highlighted incidents involve allegations of abuse and/or neglect, or crime victimization.

Special Incident Reports in December 2022

Special Incidents	Children	Adults	Total
Other	0	59	59
Death	0	12	12
			71

Special Incident Reports From Prior Months Reported in December 2022

Special Incidents	Children	Adults	Total
Other	0	11	11
Death	1	2	3
			14
TOTAL			85

Special Incident Types Report
October 2022 through December 2022 & December 2021

Reasonably Suspected Abuse	22-Dec	22-Nov	22-Oct	21-Dec
Physical Abuse/Exploitation	1	2	7	4
Sexual Abuse/Exploitation	6	0	5	0
Fiduciary Abuse/Exploitation	2	1	2	0
Emotional/Mental Abuse/Exploitation	2	3	7	2
Physical and/or Chemical Restraint	1	1	0	3
Total:	12	7	21	9
Neglect				
Failure to Provide Care to Elderly/Adult	0	1	0	9
Failure to Provide Medical Care	0	0	0	0
Failure to Prevent Malnutrition	0	0	0	0
Failure to Prevent Dehydration	0	0	0	0
Failure to Protect from H/S Hazards	0	0	5	1
Failure to Assist w/ Personal Hygiene	0	0	1	0
Failure to Provide Food/Cloth/Shelter	0	0	0	0
Total:	0	1	6	10
Serious Injuries/Accidents				
Lacerations	7	2	2	10
Puncture wounds	0	0	0	0
Fractures	8	6	0	2
Dislocations	1	0	0	0
Bites	0	0	0	0
Internal Bleeding	1	0	0	3
Medication Errors	9	34	19	17
Medication Reactions	0	3	1	0
Burns	0	0	1	0
Total:	26	45	23	32
Unplanned/Unscheduled Hospitalization				
Respiratory Illness	12	13	7	17
Seizure Related	1	6	1	0
Cardiac Related	0	2	1	0
Internal Infections	11	14	9	6
Diabetes	0	0	0	0
Wound/Skin Care	0	0	1	1
Nutritional Deficiencies	2	1	2	0
Involuntary Psych Admission	4	2	3	4
Total:	30	38	24	28
Victim of Crime				
Robbery		0	0	0
Aggravated Assault	1	2	7	1
Larceny	3	0	3	1
Burglary	1	0	0	0
Rape or Attempted Rape	1	0	0	0
Total:	6	2	10	2
Other				
Missing Person-Law Notified	2	2	3	2
Death	15	11	8	15
Total:	17	13	11	17
Total Incidents*	91	106	97	98

***Please note that some Special Incident Reports include multiple reportable incident types and thus, this summary reflects the total number of incident types received for the timeframe indicated.**

INCIDENTS REPORTED TO DDS

December 2022

	Description	Action	Final Disposition
Incidents of Death Children		Incidents from prior months and reported in December	
Age: 14 Inc. Date: 11/24/2022	Consumer resided in the family home. He passed away at home in his sleep.	CSC to follow up and request a copy of the death certificate. This case will be forwarded to the Mortality Review Committee for record review.	

	Description	Action	Final Disposition
Incidents of Death December Adults		Incidents from prior months and reported in	
Age: 55 Inc. Date: 8/21/2022	Consumer resided in the family home. He was diagnosed with stomach cancer in May; the cancer was too advanced, and he decided not to seek treatment. He was under the care of family during his passing.	CSC to follow up and request a copy of the death certificate. This case will be forwarded to the Mortality Review Committee for record review.	
Age: 63 Inc. Date: 8/10/2021	Consumer resided in the family home and was receiving hospice care at the time of her passing. She had stage 3 cancer in her colon and lungs.	CSC to follow up and request a copy of the death certificate. This case will be forwarded to the Mortality Review Committee for record review.	

* Please note that highlighted incidents involve allegations of abuse and/or neglect, or crime victimization.

INCIDENTS REPORTED TO DDS

December 2022

	Description	Action	Final Disposition
Other Incidents December Children			Incidents from prior months and reported in
UCI: FN: LN: Age: Inc. Date:			

	Description	Action	Final Disposition
Other Incidents Adults			Incidents from prior months and reported in December
Age: 21 Inc. Date: 10/30/2022	Consumer resides in the family home. Her family discovered the consumer had been sexually abused by a perpetrator known to the family. Her family reported the incident to Law Enforcement.	CSC to follow up. Law Enforcement, Adult Protective Services and NLACRC Community Services were notified of this incident.	
Age: 27 Inc. Date: 10/13/2022	Consumer resides with family. He reported to staff that during program hours, another consumer had grabbed his buttocks without consent.	CSC to follow up. Adult Protective Services and NLACRC Community Services were notified of this incident.	

* Please note that highlighted incidents involve allegations of abuse and/or neglect, or crime victimization.

INCIDENTS REPORTED TO DDS

December 2022

	Description	Action	Final Disposition
Age: 28 Inc. Date: 7/27/2022	Consumer receives Independent Living Services. It was discovered by NLARC that he received medical treatment for the dislocation of his arm.	CSC to follow up. NLACRC Community Services and Nurse Consultant were notified of this incident.	
Age: 37 Inc. Date: 10/10/2022	Consumer resides in a CCF. Staff discovered the consumer had missing items from his bedroom.	CSC to follow up. Community Care Licensing, Adult Protective Services, and NLACRC Community Services were notified of this incident.	
Age: 46 Inc. Date: 11/30/2022	Consumer receives Supported Learning Services. She missed her follow-up appointment for a prescribed medication injection because she was not home when staff arrived to transport her to her appointment.	CSC to follow up. NLACRC Community Services and Nurse Consultant were notified of this incident.	
Age: 48 Inc. Date: 11/19/2021	Consumer receives Supported Learning Services. During a seizure, he fell and injured his hand. He was taken to the ER and diagnosed with a fracture.	CSC to follow up. NLACRC Community Services and Nurse Consultant were notified of this incident.	
Age: 50 Inc. Date: 10/10/2022	Consumer resides in a CCF. Staff discovered the consumer had missing items from his bedroom.	CSC to follow up. Community Care Licensing, Adult Protective Services and NLACRC Community Services were notified of this incident.	
Age: 51 Inc. Date: 9/02/2022	Consumer resides in an ICF-DD/N. He was found with brown emesis on his clothes in bed. 911 was called and he was transported to the ER and admitted into the hospital for further evaluation and treatment.	CSC to follow up. NLACRC Community Services and Nurse Consultant were notified of this incident.	

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INCIDENTS REPORTED TO DDS

December 2022

	Description	Action	Final Disposition
Age: 62 Inc. Date: 11/30/2022	The consumer resides in a CCF. The supplier of her supplements encountered a supply issue, which resulted in non-delivery and several missed doses.	CSC to follow up. Community Care Licensing, NLACRC Community Services, and Nurse Specialist Consultant were notified of this incident.	
Age: 62 Inc. Date: 11/25/2022	Consumer temporarily resides in a Skilled Nursing Facility. During her dialysis appointment it was discovered she had low potassium levels. She was taken to the hospital and admitted for further treatment.	CSC to follow up. NLACRC Community Services and Nurse Specialist Consultant were notified of this incident.	
Age: 64 Inc. Date: 11/30/2022	Consumer resides in an ICF-DD/N. She had a fever, congestion, and rapid respiration. 911 was called and she was transported to the hospital where she was admitted for observation and treatment; she tested positive for COVID-19.	CSC to follow up. Department of Health Services, NLACRC Community Services and Nurse Consultant were notified of this incident.	

	Description	Action	Final Disposition
Incidents of Death Children			
UCI: FN: LN: Age: Inc. Date:			

* Please note that highlighted incidents involve allegations of abuse and/or neglect, or crime victimization.

INCIDENTS REPORTED TO DDS

December 2022

	Description	Action	Final Disposition
Incidents of Death Adults			
Age: 26 Inc. Date: 12/28/2022	Consumer resided with family. Family notified staff that he had passed away in bed; the cause is unknown.	CSC to follow up and request a copy of the death certificate. This case will be forwarded to the Mortality Review Committee for record review.	
Age: 31 Inc. Date: 12/18/2022	Consumer resided with family. She was taken to the hospital due to a bloated stomach; surgery was performed however, the next day her organs began to shut down and she passed away in the hospital.	CSC to follow up and request a copy of the death certificate. This case will be forwarded to the Mortality Review Committee for record review.	
Age: 45 Inc. Date: 12/10/2022	Consumer resided with family. He passed away at his family home; was receiving hospice care for stage 4 cancer.	CSC to follow up and request a copy of the death certificate. This case will be forwarded to the Mortality Review Committee for record review.	
Age: 54 Inc. Date: 12/03/2022	Consumer resided in a CCF. While at work he experienced cardiac arrest and passed away at his work location. Life saving measures were taken and paramedics were called.	CSC to follow up and request a copy of the death certificate. This case will be forwarded to the Mortality Review Committee for record review.	
Age: 58 Inc. Date: 12/26/2022	Consumer resided in an ICF/DD-H. He passed away at home; he was receiving hospice services at the time of his passing.	CSC to follow up and request a copy of the death certificate. This case will be forwarded to the Mortality Review Committee for record review.	
Age: 62 Inc. Date: 12/03/2022	Consumer resided in the family home. She passed away while at home; she was under hospice care at the time of passing.	CSC to follow up and request a copy of the death certificate. This case will be forwarded to the Mortality Review Committee for record review.	
Age: 63 Inc. Date: 12/08/2022	Consumer resided in a CCF. He was admitted into the hospital after exhibiting difficulty breathing. It was stated that he had Pulmonary Emboli brought on by COVID. He passed away while being treated in the hospital.	CSC to follow up and request a copy of the death certificate. This case will be forwarded to the Mortality Review Committee for record review.	
Age: 63 Inc. Date: 12/13/2022	Consumer resided in an ICF/DD-H. She was hospitalized earlier this month due to falling while experiencing dizziness. In the process,	CSC to follow up and request a copy of the death certificate. This case will be	

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INCIDENTS REPORTED TO DDS

December 2022

	Description	Action	Final Disposition
	she fractured her left elbow and needed surgery. A second CT Scan confirmed a stroke. She passed away while in ICU.	forwarded to the Mortality Review Committee for record review.	
Age: 64 Inc. Date: 12/04/2022	Consumer lived independently. He was admitted into the hospital for COVID-19, pneumonia, kidney failure, liver failure, and low blood pressure. He passed away while in ICU.	CSC to follow up and request a copy of the death certificate. This case will be forwarded to the Mortality Review Committee for record review.	
Age: 67 Inc. Date: 12/25/2022	Consumer received Supported Living Services. Staff reported that she passed away while receiving hospice care after being diagnosed with cancer.	CSC to follow up and request a copy of the death certificate. This case will be forwarded to the Mortality Review Committee for record review.	
Age: 67 Inc. Date: 12/27/2022	Consumer had returned home from program and was being assisted in the shower by a family member. She complained of feeling weak, and then collapsed. 911 was called and CPR was attempted for 30 minutes. Paramedics pronounce her deceased.	CSC to follow up and request a copy of the death certificate. This case will be forwarded to the Mortality Review Committee for record review.	
Age: 75 Inc. Date: 12/12/2022	Consumer resided in a CCF. She had been recently discharged from the hospital after treatment for Pneumonia. Shortly after eating breakfast at home, her skin color changed and 911 was called, CPR was performed, she was pronounced deceased.	CSC to follow up and request a copy of the death certificate. This case will be forwarded to the Mortality Review Committee for record review.	

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INCIDENTS REPORTED TO DDS

December 2022

	Description	Action	Final Disposition
Other Incidents Children			
UCI: FN: LN: Age: Inc. Date:			

	Description	Action	Final Disposition
Other Incidents Adults			
Age: 19 Inc. Date: 12/10/2022	Consumer resides in a CCF. It was discovered that during an outing with family, he had stolen a bottle of Tylenol and consumed the bottle of pills. He was treated at the hospital and admitted for psychiatric treatment.	CSC to follow up. Community Care Licensing, Department of Children and Family Services, NLACRC Community Services, and Psychiatric Consult were notified of this incident.	
Age: 19 Inc. Date: 12/26/2022	Consumer resides in a CCF. He woke up early morning appearing agitated and expressed suicidal ideation and called 911. He was transported to the ER by ambulance and was admitted for further psychiatric observation and treatment.	CSC to follow up. Community Care Licensing, NLACRC Community Services, and Psychiatric Consult were notified of this incident.	
Age: 20 Inc. Date: 12/25/2022	Consumer resides in ICF. They reported that their EBT card was stolen and had been used in another city. They suspected the card was stolen by former staff who had just recently quit.	CSC to follow up. Community Care Licensing, Adult Protective Services and NLACRC Community Services were notified of this incident.	
Age: 21 Inc. Date: 12/08/2022	Consumer resides in a CCF. While on the bus to school, a male sat next to her, unzipped his pants, and touched himself. The bus driver intervened, and the offender complied with bus driver's redirection.	CSC to follow up. Adult Protective Services, Law Enforcement, and NLACRC Community Services were notified of this incident.	

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INCIDENTS REPORTED TO DDS

December 2022

	Description	Action	Final Disposition
Age: 21 Inc. Date: 12/13/2022	Consumer lives in Adult Residential Facility. During a violent behavioral episode that led to 911 being called and an ER visit; the consumer was restrained by staff using a sheet.	CSC to follow up. Adult Protective Services, Law Enforcement, and NLACRC Community Services were notified of this incident.	
Age: 22 Inc. Date: 12/18/2022	Consumer resides in a CCF. His mother arrived at the home, demanding that he leave with her. He then became aggressive, hitting staff, and punching a hole in the wall. His mother used foul language with staff, and he left with mom after she demanded that he leave.	CSC to follow up. Community Care Licensing and NLACRC Community Services were notified of this incident.	
Age: 25 Inc. Date: 12/02/2022	Consumer lives in the family home. She got into a domestic dispute with her boyfriend which resulted in her being strangled by him. Staff assisted her and the family with submitting reports to protective agencies.	CSC to follow up. Adult Protective Services, Law Enforcement, and NLACRC Community Services were notified of this incident	
Age: 26 Inc. Date: 12/02/2022	Consumer resides in a CCF. He experienced a seizure while in the shower, resulting in a forehead laceration. Staff transported him to the ER where he received six stitches.	CSC to follow up. Community Care Licensing, NLACRC Community Services, and Nurse Consultant were notified of this incident.	
Age: 27 Inc. Date: 12/07/2022	Consumer resides in a CCF. He did not have any refills available for his acne medication and the pharmacy was not able to refill prescription until he was seen by prescribing doctor.	CSC to follow up. Community Care Licensing, NLACRC Community Services, and Nurse Consultant were notified of this incident.	
Age: 27 Inc. Date: 12/11/2022	Consumer resides in a CCF. He told staff he was stepping outside to make a phone call; however, he left the property without permission. Law Enforcement was notified, and he returned the next morning.	CSC to follow up. Community Care Licensing, Law Enforcement, and NLACRC Community Services were notified of this incident.	
Age: 27 Inc. Date: 12/15/2022	Consumer receives Independent Living Services. Due to supply issues, the pharmacy was unable to refill his medication on time resulting in a missed dosage. He was able to obtain his medication the following day.	CSC to follow up. NLACRC Community Services and Nurse Consultant were notified of this incident.	

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INCIDENTS REPORTED TO DDS

December 2022

	Description	Action	Final Disposition
Age: 27 Inc. Date: 12/19/2022	Consumer resides with family. Program staff was notified by family that a program staff had touched his private part (testicles), while in the restroom.	CSC to follow up. Community Care Licensing, Law Enforcement, Adult Protective Services, and NLACRC Community Services were notified of this incident.	
Age: 28 Inc. Date: 12/08/2022	Consumer resides in a CCF. While on a community outing, he began exhibiting disruptive behavior. Law Enforcement was called, and he was hospitalized for psychiatric treatment due to his destructive behavior and suicidal threats.	CSC to follow up. Community Care Licensing, Law Enforcement, Psychiatric Consult, and NLACRC Community Services were notified of this incident.	
Age: 29 Inc. Date: 12/01/2022	Consumer resides in the family home. She reported that while at day program, a staff member made derogatory sexual comments concerning her body parts.	CSC to follow up. NLACRC Community Services and Adult Protective Services were notified of this incident.	
Age: 31 Inc. Date: 12/20/22	Consumer resides in an ICF-DD/N. After showing signs of weakness and labored breathing, 911 was called, and she was transported to the ER. She was admitted into the hospital for further evaluation and treatment.	CSC to follow up. NLACRC Community Services and Nurse Consultant were notified of this incident.	
Age: 32 Inc. Date: 12/19/22	Consumer resides in a CCF. He told staff he was hearing voices and began to exhibit disruptive behavior, shouting and pacing. He refused to be taken to the hospital by staff and 911 was called to transport him to the ER, where he was admitted psychiatric treatment.	CSC to follow up. Community Care Licensing, Psychiatric Consult, and NLACRC Community Services were notified of this incident.	
Age: 33 Inc. Date: 12/08/2022	Consumer resides in an ICF/DD-H. He was on a community outing with his day program, when he walked ahead and away from his group. This resulted in staff losing his location. Law Enforcement was notified and found him safe.	CSC to follow up. Law Enforcement and NLACRC Community Services were notified of this incident.	
Age: 37 Inc. Date: 12/28/2022	Consumer resides in a CCF. She reported that another consumer in the home has been arranging for her to visit males in motels/homes to engage in sexual acts. She stated that she is given a drink containing a pill inside and	CSC to follow up. Adult Protective Services and NLACRC Community Services were notified of this incident.	

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INCIDENTS REPORTED TO DDS

December 2022

	Description	Action	Final Disposition
	indicated she would be hurt by the consumer if she said anything.		
Age: 38 Inc. Date: 12/09/2022	Consumer resides in a CCF. While volunteering at a thrift store with her direct care staff, she was instructed by staff to take bags of unpaid items to the staff's car.	CSC to follow up. NLACRC Community Services and Nurse Consultant were notified of this incident.	
Age: 39 Inc. Date: 12/27/2022	Consumer resides in an ICF-DD/N. He was exhibiting signs of confusion, weakness, and slurred speech. LVN called EMS and he was taken to hospital and admitted for further observation and treatment.	CSC to follow up. NLACRC Community Services and Nurse Consultant were notified of this incident	
Age: 40 Inc. Date: 12/05/2022	Consumer resides in a CCF. His new group home discovered and reported several medication errors made by his former group home.	CSC to follow up. Community Care Licensing, NLACRC Community Services, and Nurse Consultant were notified of this incident.	
Age: 40 Inc. Date: 12/05/2022	Consumer receives Independent Living Services. She requested to be taken to ER by ILS staff due to not feeling well. She was admitted into the hospital for treatment of low blood count and dehydration.	CSC to follow up. NLACRC Community Services and Nurse Consultant were notified of this incident	
Age: 40 Inc. Date: 12/06/2022	The consumer receives Supported Living Services. He expressed to staff that he had a sore throat and difficulty breathing. COVID test results were negative. He was taken to the ER and admitted into the hospital for treatment of pneumonia and a small leak of the aorta.	CSC to follow up. NLACRC Community Services and Nurse Consultant were notified of this incident	
Age: 40 Inc. Date: 12/26/2022	Consumer resides in a CCF. He reported to staff that he had been in contact with a female on social media who promised to visit him if he sent her money. He confronted her when she did not visit, and she attempted to blackmail him to keep him from exposing her.	CSC to follow up. Community Care Licensing, Adult Protective Services, NLACRC Community Services, and Nurse Consultant were notified of this incident.	
Age: 41 Inc. Date: 12/13/2022	Consumer resides in an ICF-DD/N. While conducting a "body check", staff noticed what appeared to be edema on her leg that was warm to the touch. She was transported to the ER and was diagnosed with a fracture on the left leg.	CSC to follow up. Department of Health Services, NLACRC Community Services, and Nurse Consultant were notified of this incident.	

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INCIDENTS REPORTED TO DDS

December 2022

	Description	Action	Final Disposition
Age: 41 Inc. Date: 12/17/2022	Consumer resides in a CCF. She attempted to stand on her own during a supported lift and transfer to her bed. Due to her non-ambulatory status and limited muscle strength, she fell hitting her face on the edge of the bedframe, resulting in a facial laceration on her right eyebrow. Stitches were required.	CSC to follow up. Community Care Licensing, NLACRC Community Services, and Nurse Consultant were notified of this incident.	
Age: 42 Inc. Date: 12/26/2022	Consumer resides in a CCF. He returned from visiting family and it was noticed that his foot appeared swollen. Home staff transported him to the hospital where he was treated for a fracture in his foot.	CSC to follow up. Community Care Licensing, NLACRC Community Services, and Nurse Consultant were notified of this incident.	
Age: 44 Inc. Date: 12/08/22	Consumer resides in an ICF/DD-N. Paramedics were called due to his difficulty clearing throat, presence of gurgling sound, and low oxygen saturation. He was diagnosed with pneumonia and admitted into the hospital.	CSC to follow up. Community Care Licensing, NLACRC Community Services, and Nurse Consultant were notified of this incident.	
Age: 44 Inc. Date: 12/19/2022	Consumer lives independently and receives independent living skills services. He informed vendor that his home had an attempted break in, resulting in a broken window.	CSC to follow up. Adult Protective Services, Law Enforcement, and NLACRC Community Services were notified of this incident.	
Age: 46 Inc. Date: 12/01/2022	Consumer resides in a CCF. She was taken to ER for a swollen thumb. X-rays were taken and thumb was placed in a splint. The results came in days later with the results for a minimal displaced fracture in the thumb.	CSC to follow up. Community Care Licensing, NLACRC Community Services, and Nurse Consultant were notified of this incident.	
Age: 46 Inc. Date: 12/20/2022	Consumer resides in a CCF. He was experiencing a fever, with pain in his side, and was taken to his doctor. Tests and x-rays showed a gallbladder infection and gallstones that were in the process of passing. He was admitted into the hospital for further treatment.	CSC to follow up. NLACRC Community Services and Nurse Consultant were notified of this incident.	
Age: 51 Inc. Date: 12/02/2022	Consumer resides in an ICF/DD-H. After testing positive for COVID he was transported to the ER due to elevated blood pressure and low oxygen levels. He was admitted for further evaluation and treatment.	CSC to follow up. NLACRC Community Services and Nurse Consultant were notified of this incident.	

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INCIDENTS REPORTED TO DDS

December 2022

	Description	Action	Final Disposition
Age: 51 Inc. Date: 12/22/2022	Consumer resides in an ICF-DD/N. After emesis was found on his shirt and vitals were taken; 911 was called and he was transported to the ER. He was admitted for further evaluation and treatment of pneumonia.	CSC to follow up. Department of Health Services, NLACRC Community Services, and Nurse Consultant were notified of this incident.	
Age: 52 Inc. Date: 12/06/2022	Consumer resides in a CCF. It was noted that she had shallow breathing. 911 was call and she was transported to the ER. She was admitted for further evaluation and treatment.	CSC to follow up. Community Care Licensing, NLACRC Community Services, and Nurse Consultant were notified of this incident.	
Age: 52 Inc. Date: 12/01/2022	Consumer resides in an ICF-DD/N. He was in respiratory distress and 911 was called to transport him to the ER. He was admitted into hospital for further evaluation and treatment.	CSC to follow up. Department of Health Services, NLACRC Community Services, and Nurse Consultant were notified of this incident.	
Age: 52 Inc. Date: 12/19/2022	Consumer resides in an ICF/DD-H. Her medical team had concerns of sexual abuse due to being diagnosed with urinary tract bacteria which can be passed through sexual contact.	CSC to follow up. Adult Protective Services, Law Enforcement, and NLACRC Community Services, and Nurse Consultant were notified of this incident.	
Age: 52 Inc. Date: 12/22/2022	Consumer resides in a CCF. She was admitted into the ICU and the hospital attempted to discharge consumer back to the home. Without PCP's release, the home refused to receive consumer, and she was transported back to the hospital. While back in hospital care, her blood pressure dropped, and she was placed back in ICU. Where she was intubated and received a blood transfusion.	CSC to follow up. Community Care Licensing, DDS Nurse Consultant, NLACRC Community Services, and Nurse Consultant were notified of this incident.	
Age: 54 Inc. Date: 12/12/2022	Consumer resides in a CCF. She was taken for X-rays after reporting knee pain. Results showed a displaced comminuted fracture of the femur. She will see an orthopedic specialist for follow-up.	CSC to follow up. NLACRC Community Services and Nurse Consultant were notified of this incident.	
Age: 55 Inc. Date: 12/06/2022	Consumer resides in an ICF/DD-H. Staff discovered that there was a medication error for the day prior. She was not given prescription due to lack of delivery.	CSC to follow up. Community Care Licensing, NLACRC Community Services, and Nurse Consultant were notified of this incident.	
Age: 55	Consumer receives Supported Living Services. He had exhibited bronchiolar like symptoms	CSC to follow up. NLACRC Community Services and Nurse	

*** Please note that highlighted incidents involve allegations of abuse and/or neglect, or crime victimization.**

INCIDENTS REPORTED TO DDS

December 2022

	Description	Action	Final Disposition
Inc. Date: 12/29/2022	with fever and decided to drive himself to Urgent Care where he was admitted into the hospital for treatment for Pneumonia.	Consultant were notified of this incident.	
Age: 56 Inc. Date: 12/14/2022	Consumer receives Supported Living Services. He reported to vendor that he used public transportation to transport himself to the ER due to having shortness of breath. He was admitted into the hospital and is currently receiving treatment for pneumonia.	CSC to follow up. NLACRC Community Services and Nurse Consultant were notified of this incident.	
Age: 58 Inc. Date: 12/14/2022	Consumer resides in a CCF. While on an outing in the community with staff, she fell and sustained a laceration. She was transported to the hospital via 911 ambulance. She required stitches to close the wound.	CSC to follow up. Community Care Licensing, NLACRC Community Services, and Nurse Consultant were notified of this incident.	
Age: 59 Inc. Date: 12/18/2022	Consumer resides in a CCF. He complained to staff of having difficulty breathing. 911 was call and an ambulance transferred him to the ER, where he was admitted into the hospital for further treatment and evaluation.	CSC to follow up. NLACRC Community Services and Nurse Consultant were notified of this incident.	
Age: 59 Inc. Date: 12/30/2022	Consumer resides in an ICF/DD-H. He fell to the floor during toileting/changing process in the bathroom, resulting in a laceration to his forehead. He was transported to the ER by paramedics, where he received stitches to close the wound.	CSC to follow up. Department of Public Health, NLACRC Community Services, and Nurse Consultant were notified of this incident.	
Age: 62 Inc. Date: 12/03/2022	Consumer resides in a Residential Facility. Due to low oxygen levels paramedics were called to transport her to the ER, where she was admitted into the hospital for further evaluation and treatment.	CSC to follow up. Community Care Licensing, NLACRC Community Services, and Nurse Consultant were notified of this incident.	
Age:62 Inc. Date: 12/22/2022	Consumer resided in a CCF. While suddenly running in the living room, he lost his balance, fell, and hit his head on the coffee table. 911 was called and he was transported to the ER, where he received sutures for the laceration on his face.	CSC to follow up. Community Care Licensing, NLACRC Community Services, and Nurse Consultant were notified of this incident.	

* Please note that highlighted incidents involve allegations of abuse and/or neglect, or crime victimization.

INCIDENTS REPORTED TO DDS

December 2022

	Description	Action	Final Disposition
Age: 62 Inc. Date: 12/26/2022	The consumer resides in a CCF. The supplier of her supplements encountered a supply issue, which resulted in non-delivery and several missed doses until delivery.	CSC to follow up. Community Care Licensing, NLACRC Community Services, and Nurse Consultant were notified of this incident.	
Age: 63 Inc. Date: 12/07/2022	Consumer resides in an ICF/DD-H. She verbally expressed that she felt dizzy and fell against the wall, hitting her elbow on a nearby chair. She was transported to the ER for further evaluation and was diagnosed with a fractured elbow.	CSC to follow up. Department of Health Services, NLACRC Community Services, and Nurse Consultant were notified of this incident.	
Age: 65 Inc. Date: 12/21/2022	Consumer resides in a CCF. Weeks prior she was taken to the ER and diagnosed with Bronchitis. She was treated and sent home. Due to mild rectal bleeding, she was again transported to the ER and admitted for further treatment and observation.	CSC to follow up. NLACRC Community Services and Nurse Consultant were notified of this incident.	
Age: 65 Inc. Date: 12/24/2022	Consumer resides in an ICF/DD-H. Vendor reported that he missed a dosage of prescription medicine the evening prior with no adverse reactions.	CSC to follow up. Community Care Licensing, NLACRC Community Services, and Nurse Consultant were notified of this incident.	
Age: 65 Inc. Date: 12/27/2022	Consumer resides in an ICF/DD-H. Care provider reported that while she was visiting with family, she missed a few doses of prescribed medications.	CSC to follow up. Community Care Licensing, NLACRC Community Services, and Nurse Consultant were notified of this incident.	
Age: 66 Inc. Date: 12/30/2022	Consumer receives Supported Living Services. She reported to Coordinator that she was throwing up with diarrhea. Her sister was notified, and Maria was transported to the ER where she was admitted for further observation and testing.	CSC to follow up. NLACRC Community Services and Nurse Consultant were notified of this incident.	
Age: 67 Inc. Date: 12/21/2022	Consumer receives Supported Living Services. Staff accompanied him to the hospital due to low energy levels, reduced strength, and a slower speech pattern. He was admitted for further evaluation and treatment for a Urinary Tract Infection and low Kidney function.	CSC to follow up. NLACRC Community Services and Nurse Consultant were notified of this incident.	<i>Elective Support Services</i>

* Please note that highlighted incidents involve allegations of abuse and/or neglect, or crime victimization.

INCIDENTS REPORTED TO DDS

December 2022

	Description	Action	Final Disposition
Age: 69 Inc. Date: 12/17/2022	Consumer resides in an ICF/DD-H. While assisting in putting away the dishes, he lost his balance, and fell sideways. He hit his head on the couch, which resulted in a gash on his head and was transported to the ER for evaluation and treatment. No stitches were required. He was diagnosed with acute head injury, hematoma.	CSC to follow up. NLACRC Community Services and Nurse Consultant were notified of this incident.	
Age: 69 Inc. Date: 12/21/2022	Consumer receives Supported Living Services. Staff was assisting with showering, hygiene, and dressing; she experienced a seizure, resulting in losing consciousness and falling. She was transported to the ER via ambulance, where she was evaluated and treated for a laceration and a fracture.	CSC to follow up. NLACRC Community Services and Nurse Consultant were notified of this incident.	
Age: 70 Inc. Date: 12/16/2022	Consumer resides in an ICF/DD. He was transported to the hospital due to continuous coughing via 911. He was admitted into ICU and being treated with antibiotics.	CSC to follow up. NLACRC Community Services and Nurse Consultant were notified of this incident.	
Age: 75 Inc. Date: 12/08/2022	Consumer resides in a CCF. During a doctor's appointment it was noticed that there was fluid in her lungs. Doctor suggested going to the ER and she was immediately taken where she was admitted into the hospital for treatment and observation.	CSC to follow up. Community Care Licensing, NLACRC Community Services, and Nurse Consultant were notified of this incident.	
Age: 80 Inc. Date: 12/01/2022	Consumer lives in an ICF/DD-H. She was taken to the ER after experiencing wheezing and shortness of breath. It was noted that her oxygen levels were low, and she was admitted into the hospital for further evaluation and treatment.	CSC to follow up. Department of Health Services, NLACRC Community Services, and Nurse Consultant were notified of this incident.	
Age: 81 Inc. Date: 12/24/2022	Consumer receives Supported Living Services. While walking with staff, he tripped and fell over a speed bump. He was transported to the ER via 911 ambulance. He was diagnosed with a broken hip, admitted into the hospital, and underwent surgery for his broken hip.	CSC to follow up. NLACRC Community Services and Nurse Consultant were notified of this incident.	

* Please note that highlighted incidents involve allegations of abuse and/or neglect, or crime victimization.

INCIDENTS REPORTED TO DDS

December 2022

	Description	Action	Final Disposition
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* Please note that highlighted incidents involve allegations of abuse and/or neglect, or crime victimization.



North Los Angeles County Regional Center

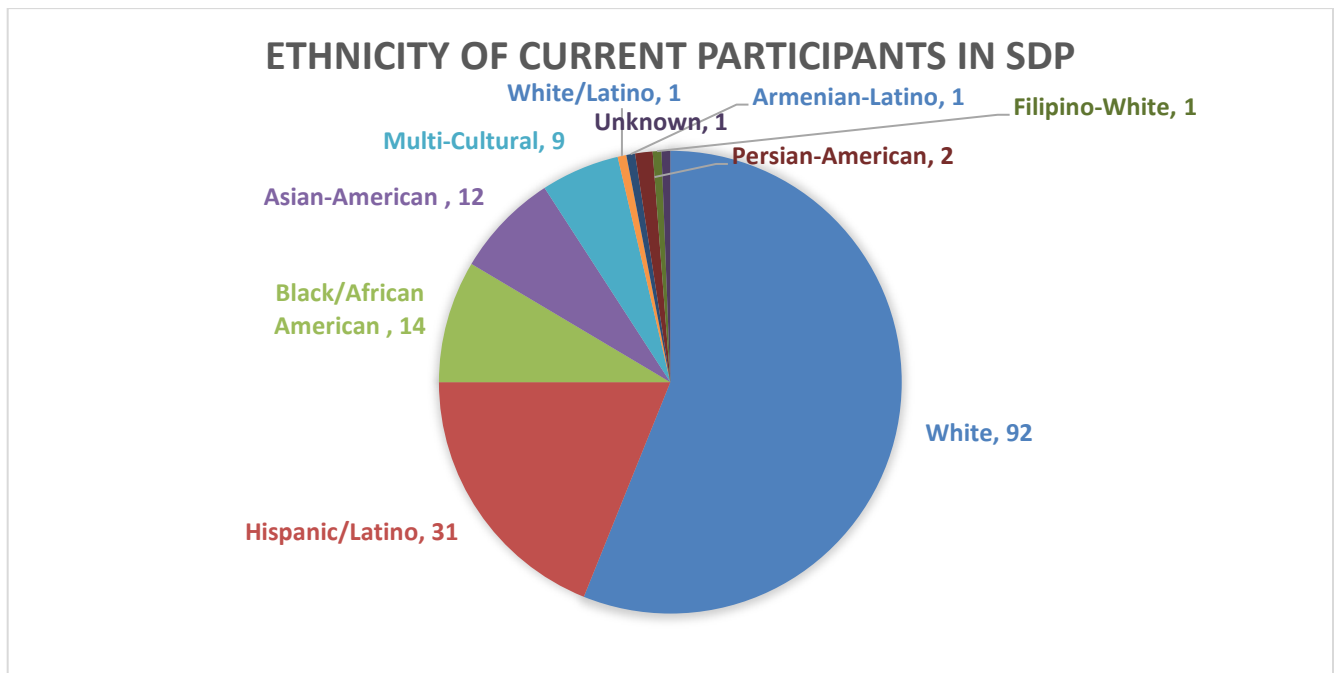
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Self Determination Program Report - Implementation Updates

December 1, 2022

North Los Angeles County Regional Center Statistics

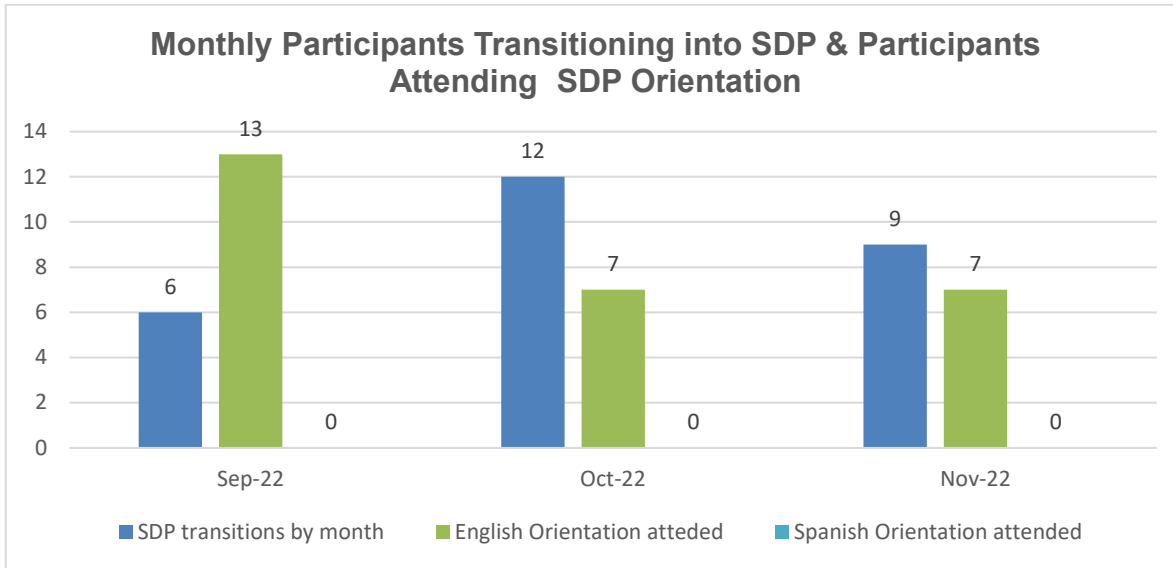
- Participants have completed Orientation: **576**
- Total number of budgets that are certified: **197**
- Total number of budgets that are in the certification process: **2**
- Total number of spending plans that are approved: **164**
- Total number of spending plans in progress: **33**
- Total number of PCP's completed: **186**
- Total number of participants that have opted out of SDP after enrolled: **1**
- Total number of Inter-Regional Center Transfers (out): **2**
- Total number of participants that have fully transitioned into SDP with approved spending plans and active SDP IPPs: **164**



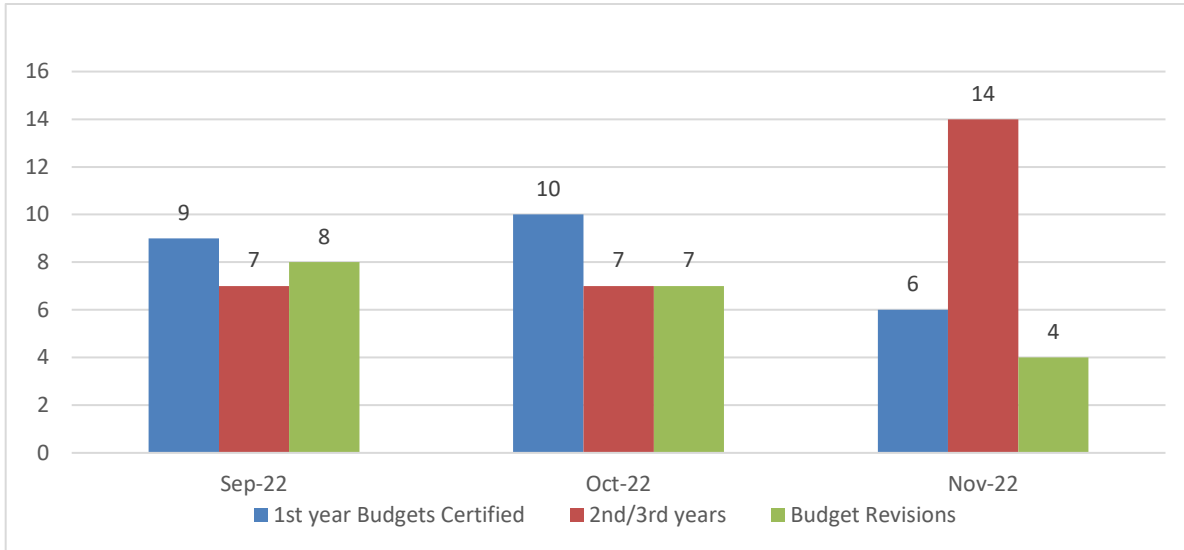


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Monthly Budgets Certified

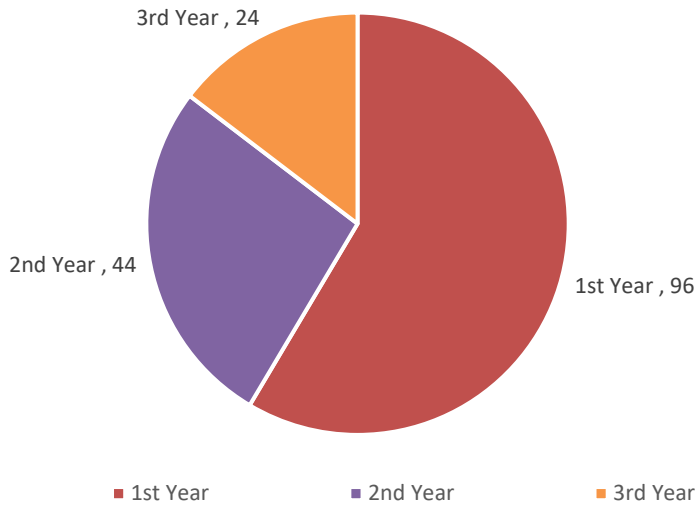




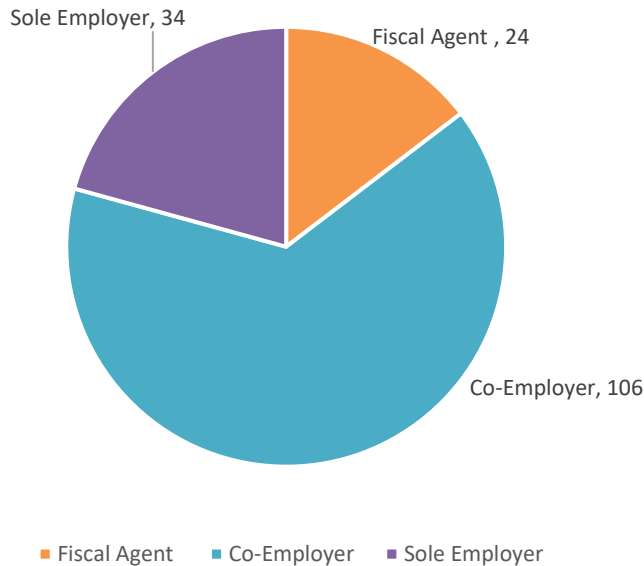
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SDP Budget Year as of December 1st



SDP Participants By FMS Model



****FMS agencies used by NLACRC SDP Participants: Aveanna, Mains'l, Cambrian, GT Independence, Acumen, & Casa Fiscal /Essential Pay**



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NLACRC Implementation Updates

- **SDP Survey.** The SDP Local Volunteer Advisory Committee and NLACRC want to hear from you. The information gathered will assist with the improvement of the program. [Self Determination Program at North Los Angeles County Regional Center Survey \(surveymonkey.com\)](https://surveymonkey.com)
 - **SDP Process Timeline:** Document has been posted on our website.
 - **Pre-enrollment Transition Support:**
The directive has been extended through June 30, 2023
 - ❖ Option A- Available only through June 30, 2023. This option is what is currently in place. Under this option, participants can receive a Person Center Plan (PCP) and/or Independent Facilitator (IF) services.
 - ❖ Option B- Will be available as of August 1, 2023 and effective July 1, 2023 this will be the only option. Under option B, the participant receives:
 1. PCP (only) service under 024 reimbursement (up to \$1,000)
 2. Independent Facilitator (IF) support and or FMS support (40 hours), reimbursed under service code 099, which means the providers must be vendored with NLACRC.
- ** NLACRC is currently recruiting vendors for 099 under an RFV: [Self-Directed Supports 099 \(nlacrc.org\)](https://www.nlacrc.org)
- Department of Developmental Services (DDS) partnered with State Council to develop a statewide orientation. This Orientation is now available: <https://scdd.ca.gov/sdp-orientation/>
 - NLACRC Virtual Orientation is now available at the NLACRC website. Information continues to be sent via SDP News You Can Use monthly.
 - Participant Choice Specialists: NLACRC has been allocated funding for 3 positions: all 3 positions have been filled; however, we currently have 2 SDP Specialist positions vacant. 1 bilingual position in AV, 1 English only position in SFV.
 - Services in the SDP Spending plan must comply with the HCBS Final Rule. Regional Centers along with FMS agencies, must assess and confirm that services comply.
<http://www.dds.ca.gov/initiatives/cms-hcbs-regulations>
<http://www.dds.ca.gov/initiatives/cms-hcbs-regulations/training-information>
 - Orientation & Information Meetings continue monthly
 - Orientation Meetings:
 - Monday December 5, 2022 from 9AM-12:00PM
 - Monday December 12, 2022 (Spanish) from 9AM-12:00PM
 - Informational Meetings
 - Monday December 5, 2022 (English) at 3:00PM
 - Monday December 12, 2022 (Spanish) at 3:00PM
 - NLACRC has the following allocations to support the implementation of SDP:
 - FY 2019/20: 109,258.00

Supporting people with developmental disabilities in the San Fernando, Santa Clarita, and Antelope Valleys since 1974



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- FY 2020/21: 149,328.00
- FY 2021/22: 149,331.00 **RFP process in progress
- FY 2022/23: 127,699.00 (new) **RFP process in progress
- *Priorities identified:* Recruitment and Training for Independent Facilitators, Joint Training on SDP Principles & Program Logistics, Small Group and Individualized Coaching, SDP Orientation Supports/Workgroups/Resource Fair, and Translation & Interpretation Services.

- Funding Allocations: Disability Voices United, Integrated Community Collaborative, and The Legacy Center have executed contracts for SDP implementation, coaching, and resource fairs.
 - Partnership meetings held monthly.

- Self Determination Support Group – 1st Wednesday of each month
 - Facilitated by Autism Society of Los Angeles
 - Next meeting Wednesday December 7, 2022 – 6:00-7:30PM

- SDP Local Volunteer Advisory Committee- Thursday January 19, 2023 from 6:30PM-8:30PM
 - The meeting will be held virtually. The Zoom link can be found on NLACRC’s calendar.
 - Everyone is welcomed to attend meetings!

- SDP Local Volunteer Advisory Committee & Disability Voices United – Best Practices Subcommittee
 - The Best Practices Subcommittee is reviewing workflows and processes related to NLACRC’s implementation of Self Determination. The committee meets every other week.

- NLACRC is hosting a monthly partnership meeting with vendored FMS agencies. There is representation from the following NLACRC departments: Community Services, Accounting and Case Management.

Resources:

- Disability Voices United – SDP Connect Meetings (Every other Wednesday at 4:30-6pm)
[Upcoming Events | Disability Voices United](#)

- Self Determination Program Service Definitions:
https://www.dds.ca.gov/wp-content/uploads/2019/05/SDP_Service_Definitions.pdf



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FMS Providers Serving NLACRC Catchment Area:

Available FMS Services	FMS Model	Languages Spoken	Accepting participants?	Employee Burden Cost
Acumen	Bill Payer, Sole Employer	English & Spanish	Has not responded.	14.8%
Aveanna Support Services	Bill Payer and Co-Employer (with nursing through home health agency only)	English, Spanish, Vietnamese, Cantonese, Mandarin and Trieu Chau	Not until February or March of 2023.	13.9% + 3.3% sick pay They advise consumers to go with 20% just in case.
Cambrian	Bill Payer, Sole Employer, Co-Employer	English, Spanish, Vietnamese, Tagalog, Farsi	Not at this time.	22%
Casa Fiscal/Essential Pay	Bill Payer, Co-employer	English & Spanish	Not at this time	To be determined.
GT Independence	Bill Payer, Sole Employer, Co-Employer	All Languages are supported to assist Individuals in the language of their choice	Not until March 2023.	Co-employer 19.5% Sole Employer-Varies depending on workers comp
Mains'l	Bill Payer, Sole Employer, and Co-employer	English Only	No. They have a waitlist and cannot take anyone at this time.	16.5%

*The Emlyn closed effective 9/30/2022

**LOS ANGELES COUNTY REGIONAL CENTER
Board Member Reporting Out Form**

~~~~~

**Name:** Gabriela Eshrati/Silvia Haro

**Meeting:** SDP LVAC

**Date of Meeting:** 11/17/2022

|    |                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|----|-------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | <b>Number of Attendees</b>                | 26                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 2. | <b>Public Input:</b>                      | <p>-Upcoming events were shared during public comment:</p> <ul style="list-style-type: none"> <li>• 11/19 Resource Fair in-person at the SFV office.</li> <li>• 12/2 SDP Conference DVU.</li> </ul> <p>-SCDD announced they are still working on filling the vacant LVAC position.</p> <p>-SCDD explained their process for the statewide SDP Orientation. Through our committee they learned that individuals that did not attend the orientation were receiving a certificate. To ensure that does not happen again, they are now assigning unique Zoom links to those registered.</p> <p>-Chair announced the survey that was sent out to gather more information on SDP transition process. The committee is interested in knowing what is challenging so that they can work on making it easier for consumers/families.</p> <p>-The SDP RFP was posted on 11/4. It closes on 12/4.</p> |
| 3. | <b>Points of Discussion:</b>              | <p>-Tim Travis from DDS did a presentation on 099 vendorization.</p> <p>- The committee spoke about review the staff training and providing feedback. The review will be completed by a subcommittee.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 4. | <b>Reported out to Committee/Meeting:</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 5. | <b>Area of Concerns:</b>                  | <p>-There are concerns with process for Participants going into subsequent year. This was an issue brought up at the last LVAC as well.</p> <p>-A parent wanted to add \$500 for conferences. SDP Team explained that we need to assess the conference/s they want to attend and add funds accordingly. We cannot add funds without</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

|    |                                 |                                                                                                                                                                                                                                                                                                                                                                                                    |
|----|---------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|    |                                 | <p>knowing the cost or name of conference.</p> <p>-A self-advocate provided feedback on Autism Society. He feels that Claudia from Claudia Cares was a better match. Autism Society will be overseeing the support from until February 2023 (per RFP contract). The new RFP includes support in this area.</p>                                                                                     |
| 6. | <b>Action Items:</b>            | <p>-SDP Team at NLACRC to create a timeline for subsequent years since there continue to be barriers in that area.</p> <p>-SDP Team continues to meet with Chair and Co-Chair every other week to work on improving SDP transition process.</p> <p>-SDP Team at NLACRC is currently working on editing the workbook with latest SDP updates. The workbook will be printed once it is complete.</p> |
| 7. | <b>Questions for the Board:</b> | <p>-LVAC would like to know if there is a way to wave the vendor-insurance policy.</p>                                                                                                                                                                                                                                                                                                             |
| 8. | <b>Miscellaneous</b>            |                                                                                                                                                                                                                                                                                                                                                                                                    |

North Los Angeles County Regional Center  
**Administrative Affairs Committee Meeting Minutes**

October 26, 2022

**Present:** David Coe (Chair), Alma Rodriguez, Ana Quiles, Lillian Martinez, Leticia Garcia, Bob Erio – Committee Members

Liliana Windover, Liz Chavez, Vini Montague, Ruth Janka, Clarence Foster, Evelyn McOmie, Cristina Preuss, Malorie Lanthier, Tiffany Jones Newman – Staff Members

Ivor Weiner, Azucena Bustillos- Interpreter, Dolly Sharma-Minutes Services - Guests

**Absent:** Rocio Sigala

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**I. Call to Order & Introductions**

David Coe called the meeting to order at 6:17 pm.

**II. Public Input**

No public input

**III. Consent Items**

A. Approval of Agenda

Vini shared that Committee Business Item C: Contracts, will be moved to become Item B, while the current Item B: Financial Reports will move down to Item C. Also under Contracts, Vini is adding a fourth contract, 4. Essential Pay.

**M/S/C** (L. Martinez/L. Garcia) To approve the agenda as revised.

B. Approval of Minutes of the September 28<sup>th</sup> 2022 Meeting

**M/S/C** (L. Martinez/L. Garcia) To approve the September 28<sup>th</sup> Meeting Minutes as presented.

**IV. Committee Business**

A. Regional Center Operations and Purchase of Services Contract Process Training- Vini Montague

1. Contract Process and Guidelines

a. Contract Process

- Vendor Application completed, contract is prepared
- Review from Community Services Manager and CFO
- Legal Counsel review (as appropriate), contract finalized.
- Administrative Affairs Committee review and/or Board review and approval
- Execution of Contract by Service Provider, CFO review and approval
- Executive Director or designee executes contract, contract process is completed

b. Contract Guidelines



- All contracts must meet requirements and practices of Statutes, Regulations, DDS Contact, Board Policy and Business Practices.
2. Quality and Compliance Monitoring  
An individualized Planning Team (IPP), monitors whether goals and objectives are being met. NLA monitors compliance and noncompliance, noncompliance may lead to termination of vendorization.
  3. Contract Termination Reasons
    - The term of the contract has ended and completed
    - Breach of Contract - unsatisfactory performance or breach of provisions
    - Funding Contingency - the validity of the contract is conditioned upon NLA receiving adequate funds from DDS
    - Contract does not receive Board of Trustees approval
    - Voluntary Termination of Services (POS only)
    - Inability to ensure health and safety of Consumers (POS only)
    - Inability to maintain substantial compliance with State Laws, regulations or contract with NLA (POS only)
  4. Contract Audits
    - Regional Center Audit Requirement
    - DDS provides the minimum number of audits by June 1 of each year
    - By October 1 of each year, NLA provides a report to DDS of the audits completed during the prior FY and amount of audit recoveries.
  5. Quality Assurance Monitoring
    - NLA must conduct at least 2 unannounced visits at all Residential and Intermediate Care Facilities as well as Family Home Agencies.
    - There must be 4 unannounced visits per year for Adult Residential Facilities PSHN and Enhanced Behavioral Support Homes.
    - Supported Living Services require face-to-face meetings quarterly
  6. Contract Termination Appeal Rights  
Vendors are entitled to an appeal which needs to be filed within 30 days of contract termination. NLA has 30 days from the receipt of the appeal and all required information to issue a decision. DDS has 30 days after receipt of the appeal and all required information to issue a final decision.

B. Approval of Contracts - Vini Montague

1. Diamond Adult & Senior Concierge PL2126-062  
POS Contract – Provides Personal Assistance Services  
5-year contract effective November 1, 2022 through October 31, 2027  
Projected total contract amount is \$4,064,432.40  
Projected to serve 31 consumers per month.

**M/S/C** (A. Rodriguez/L. Garcia) To approve the Diamond Adult & Senior Concierge PL2126-062 Contract as presented. The motion passed with 2 abstentions from A. Quiles and L. Martinez

2. Waterson Huth & Associates PD3828-610  
POS Contract – Provides attorney services  
5-year contract effective December 1, 2022 through November 30, 2027  
Projected total contract amount is \$8,727.50

Projected to serve 2 consumers per year.

It was noted that this service is to support families when they are appealing IHSS. This firm would provide representation in that particular area and has another vendorization with another Regional Center. Ruth Janka will follow up with Waterson and Huth around issues and how they are able to assist.

**M/S/C** (A. Quiles/A. Rodriguez) To approve the Waterson Huth & Associates PD3828-610 Contract as presented.

3. Tigertail Adult 4 PL2118-109

POS Contract – Provides Supplemental Residential Services Program Support services.

5-year contract effective February 1, 2022 through January 31, 2027

Projected total contract amount is \$2,352,680.81

Projected to serve 3 consumers per month.

4. Casa Fiscal dba Essential Pay PL2135

POS Contract – Allocation from DDS to provide startup funds for FMS Fiscal Agent services for individuals in the SDP Program

6-month contract effective October 1, 2022 through March 31, 2023

Maximum approved funding is \$500,000

Consumers served TBD, currently 9 consumers from NLA

**M/S/C** (A. Quiles/D. Coe) To move the Tigertail Adult 4 PL2118-109 and Essential Pay PL2135 Contracts to the Executive Committee for approval.

C. FY 2022-23 Financial Reports – Vini Montague

1. FY2022-23 Financial Report

D1 Budget - \$882,180,063

Monthly Expenditures for September - \$60,871,029

YTD Expenditures - \$158,669,844

Currently no projection for surplus/deficit as POS Expenditures Projections will be done in December.

Administrative vs. Direct Allocation Report percentage should be below 15% annually, currently at 15.0%. This will be monitored but is not currently of concern as this FY has recently begun.

2. Social Recreation, Camp and Non-Medical Therapies Service Report

As of October 20, 2022, there were 59 authorizations for purchase reimbursements and \$58,594 in claims paid.

3. Assembly Bill 637 Proposal for Social Recreation FMS Update- Evelyn McOmie

NLA is 1 of 4 proposals that were submitted to DDS. DDS will review the submissions and will update NLA when more information becomes available.

D. Executed Contracts by NLACRC

Vini reviewed 2 Executed Contracts as presented in the packet.

1. No report: 09/09/2015: Minimum wage, sick leave increase

2. No report: 06/14/2017: Subcodes

3. No report: 06/13/2018: Renewals

4. No report: 10/10/2018: Health & Safety related

5. No report: 06/09/2021: Program Design changes
6. No report: 09/09/2021: Adding CIE/PIP program design addendums/subcodes
7. No report: COV-19 related contracts (time-limited)
8. No report: COV-19 related subcodes (time-limited)
9. No report: 05/11/2022: April 1, 2022 rate increase
10. No report: 05/11/2022: EBSH consumer cost changes

E. Family Resource Center Antelope Valley –Vini Montague

Vini reviewed these documents as presented in the packet.

1. FFRC Impact Report for 9/12/22 Advisory Committee Meeting
2. FFRC Progress Report January – June 2022
3. FFRC Progress Report July – December 2021

FFRC is asking the Committee to submit feedback and questions on how to better collaborate between organizations. Ana noted that the FFRC Resource Fair held on October 5<sup>th</sup> advertised as being open to the entire catchment area, however, the services provided were not available to the Antelope Valley area. This was concerning to some individuals who felt that the Resource Fair Marketing was misleading.

F. Intermediate Care Facility (ICF) State Plan Amendment Summary - Vini Montague

1. ICF/SPA Billing Summary

Vini reviewed the report as presented in the packet.

Negative cash impact from ICF/SPA program for FY 2023 is \$1,952,633.05

For FY 2022, the negative cash impact was \$2,182,675.23

For FY 2021, the negative cash impact was \$48,567.06

For FY 2020, the negative cash impact was \$542.71

The Total Cash impact is \$4,183,875.34

2. ICF/SPA Receivables

This report reflects change in Outstanding Total Receivables from month-to month.

From September to October, there have been an increase in total receivables by 24.2%

G. Report on Lease Agreements - Vini Montague

Vini reviewed this information as presented in the packet.

Total Base Rent SFV: \$3,201,997.14

Total Base Rent AV: 1,269,759.00

Total Base Rent SCV: 584,262.51

Total Base Rent for All Locations: \$5,056,018.65

H. Human Resources Report - Clarence Foster

1. Monthly Human Resource Report - September

On-Hold Positions - 17

Open Positions Vacant - 98

Positions Filled as of Aug 31 - 608

FY22-23 Authorized Positions - 726

% Filled - 83.75%

New Hires as of Aug 31 - 11

Separations as of Aug 31 - 14

Annual Turnover Rate - 0.23%

San Fernando Open Positions - 69

Antelope Valley Open Positions - 26  
Santa Clarita Open Positions - 3

**V. Review of Meeting Action Items**

- A. Administrative Affairs Committee Action Log
- B. Contracts to be moved to the Executive Committee
- C. Committee Members to collect and send any questions in regards to FFRC to Board Support

**VI. Board Meeting Agenda Items**

The following items were identified for the committee's section of the next Board Meeting agenda:

- A. Minutes of the October 26th Meeting
- B. FY 2022-23 Financial Report
- C. Approval of Contracts
- D. Monthly Human Resources September Report
- E. Whistleblower Complaint Policy

**VII. Executive Session**

- A. Lease Update
  - B. Quarterly Legal Update
- M/S/C** (L. Martinez/A. Quiles) To enter into the Executive Session at 7:30 pm  
**M/S/C** (A. Quiles/D. Coe) To exit the Executive Session at 7:38 pm

**VIII. Announcements / Information Items / Public Input**

- A. Next Meeting: November 30, 2022, at 6:00 pm
- B. Committee Attendance was presented to review

No public input

**IX. Adjournment**

David Coe, Committee Chair, adjourned the meeting at 7:40 p.m.

Submitted by:

(\*) *Lizeth Chavez*

Executive Administrative Assistant

*(\*) The majority of these minutes are taken from the Minutes Service submission and reviewed/edited as presented herein by NLACRC staff.*

## REPORT ON PERSONNEL CLASSIFICATIONS

November 2022

Regional Center: North Los Angeles County Regional Center

Year: 2022

**INSTRUCTIONS:** Please provide a listing of ALL personnel classifications used by the regional center and their associated Monthly and hourly salary schedule (range). You may copy and use additional sheets of this form.

| Personnel Classification      | Monthly or Hourly Salary Range <sup>1</sup> | Monthly and Hourly <sup>1</sup> Salary Range Including ABX2-1 <sup>2</sup> |
|-------------------------------|---------------------------------------------|----------------------------------------------------------------------------|
| Accountant                    | \$24.0300 - \$33.1256                       | \$26.3969 - \$36.3884                                                      |
| Accountant, Junior            | \$20.8920 - \$32.1951                       | \$22.9499 - \$35.3663                                                      |
| Accounting Specialist         | \$18.8700 - \$26.0125                       | \$20.7287 - \$28.5747                                                      |
| Accounting Specialist, Senior | \$18.8784 - \$29.6386                       | \$20.7379 - \$32.5580                                                      |
| Accounting Supervisor         | \$5,293.75 - \$7,781.00                     | \$5,815.15 - \$8,547.43                                                    |
| Accounting/Payroll Analyst    | \$26.4260 - \$35.0125                       | \$29.0289 - \$38.4612                                                      |
| Administrative Analyst        | \$26.4260 - \$36.5138                       | \$29.0289 - \$38.9421                                                      |
| Administrative Aide           | \$15.8250 - \$20.9668                       | \$17.3837 - \$23.0320                                                      |

<sup>1</sup>Monthly Salary Ranges for Exempt Staff and Hourly Salary Ranges for Non-Exempt Staff.

<sup>2</sup> Pursuant ABX2-1, Section 3 (a California law effective March 1, 2016), in this current fiscal year, employees in all eligible personnel classifications will receive a temporary “add on” enhancement of 9.85% to the calculation of wages earned and the pay for use of many, but not all, benefits. For purposes of this report, the term “eligible personnel classifications” is defined as all personnel classifications at North Los Angeles County Regional Center, except for the Executive Director, Deputy Director - Chief Financial Officer, Chief Financial Officer, Chief Human Resources Officer, Chief Organizational Development Officer, Chief Information Officer, Chief Consumer and Community Services Officer and Chief of Program Services.

**REPORT ON PERSONNEL CLASSIFICATIONS**

**November 2022**

| <b>Personnel Classification</b>             | <b>Monthly or Hourly Salary Range<sup>1</sup></b> | <b>Monthly and Hourly<sup>1</sup> Salary Range Including ABX2-1<sup>2</sup></b> |
|---------------------------------------------|---------------------------------------------------|---------------------------------------------------------------------------------|
| Administrative Assistant                    | \$21.8894 - \$31.2314                             | \$24.0455 - \$34.30769                                                          |
| Aging Adult Specialist                      | \$20.8920 - \$32.1951                             | \$22.9499 - \$35.3663                                                           |
| Autism Program Clinical Services Specialist | \$27.4117 - \$42.2197                             | \$30.1117 - \$46.3783                                                           |
| Autism Program Clinical Services Specialist | \$27.4117 - \$42.2181                             | \$30.1118 - \$46.3766                                                           |
| Autism Program Coordinator                  | \$18.8784 - \$30.2567                             | \$20.7379 - \$33.2369                                                           |
| Behavioral Consultant                       | \$27.4117 - \$42.2181                             | \$30.1118 - \$46.3766                                                           |
| Behavioral Services Supervisor              | \$8,402.00 - \$12,349.00                          | \$9,229.60 - \$13,565.38                                                        |
| Branch Supervisor                           | \$5,509.00 - \$8,097.00                           | \$6,051.64 - \$8,894.55                                                         |
| Chief Consumer & Comm Services Officer      | \$10,732.00 - \$17,000.00                         | Not Applicable                                                                  |
| Chief Financial Officer                     | \$11,237.00 - \$17,417.00                         | Not Applicable                                                                  |
| Chief of Program Services                   | \$10,732.00 - \$17,000.00                         | Not Applicable                                                                  |
| Chief Human Resources Officer               | \$10,732.00 - \$17,000.00                         | Not Applicable                                                                  |
| Chief Informational Officer                 | \$10,732.00 - \$17,000.00                         | Not Applicable                                                                  |
| Chief Organizational Development Officer    | \$10,732.00 - \$17,000.00                         | Not Applicable                                                                  |

**REPORT ON PERSONNEL CLASSIFICATIONS**

**November 2022**

| <b>Personnel Classification</b>                               | <b>Monthly or Hourly Salary Range<sup>1</sup></b> | <b>Monthly and Hourly<sup>1</sup> Salary Range Including ABX2-1<sup>2</sup></b> |
|---------------------------------------------------------------|---------------------------------------------------|---------------------------------------------------------------------------------|
| Clinical Services Director                                    | \$15,724.00 - \$22,400.00                         | \$17,272.81 - \$24,606.40                                                       |
| Community Living Specialist                                   | \$20.8920 - \$32.1951                             | \$22.9499 - \$35.3663                                                           |
| Community Services Director                                   | \$8,592.00 - \$12,979.00                          | \$9,438.31 - \$14,257.43                                                        |
| Community Services Manager                                    | \$6,192.00 - \$11,075.00                          | \$6,801.91 - \$12,165.89                                                        |
| Community Services Specialist (inclusive of HCBS, CPP, RQA)   | \$20.8920 - \$32.1951                             | \$22.9499 - \$35.3663                                                           |
| Community Services Supervisor                                 | \$5,234.00 - \$7,693.00                           | \$5,749.55 - \$8,450.76                                                         |
| Consumer Advocate                                             | \$16.3965 - \$22.5524                             | \$18.0115 - \$24.7738                                                           |
| Consumer Services Coordinator                                 | \$18.8784 - \$29.6386                             | \$20.7379 - \$32.5580                                                           |
| Consumer Services Coordinator Specialist - Floater            | \$20.8920 - \$32.1951                             | \$22.9499 - \$35.3663                                                           |
| Consumer Services Coordinator Specialist – Officer of the Day | \$20.8920 - \$32.1951                             | \$22.9499 - \$35.3663                                                           |
| Consumer Services Coordinator Specialist – Self-Determination | \$20.8920 - \$32.1951                             | \$22.9499 - \$35.3663                                                           |

**REPORT ON PERSONNEL CLASSIFICATIONS**

**November 2022**

| <b>Personnel Classification</b>             | <b>Monthly or Hourly Salary Range<sup>1</sup></b> | <b>Monthly and Hourly<sup>1</sup> Salary Range Including ABX2-1<sup>2</sup></b> |
|---------------------------------------------|---------------------------------------------------|---------------------------------------------------------------------------------|
| Consumer Services Director                  | \$8,592 - \$12,979                                | \$9,438.31 - \$14,257.43                                                        |
| Consumer Services Manager                   | \$6,192.00 - \$11,075.00                          | \$6,801.91 - \$12,165.89                                                        |
| Consumer Services Supervisor                | \$5,234.00 - \$7,693.00                           | \$6,051.64 - \$8,894.55                                                         |
| Consumer Services Supervisor – LCSW         | \$5,509.00 - \$8,097.00                           | \$6,051.64 - \$8,894.55                                                         |
| Contract Administration and Privacy Manager | \$6,192.00 - \$11,075.00                          | \$6,801.91 - \$12,165.89                                                        |
| Contract and Compliance Specialist          | \$20.8920 - \$32.1951                             | \$22.9499 - \$35.3663                                                           |
| Contract and Compliance Supervisor          | \$5,234.00 - \$7,693.00                           | \$5,749.55 - \$8,450.76                                                         |
| Controller                                  | \$6,192.00 - \$11,075.00                          | \$6,801.91 - \$12,165.89                                                        |



**REPORT ON PERSONNEL CLASSIFICATIONS (continued)**  
**November 2022**

| <b>Personnel Classification</b>            | <b>Monthly or Hourly Salary Range<sup>1</sup></b> | <b>Monthly and Hourly<sup>1</sup> Salary Range Including ABX2-1<sup>2</sup></b> |
|--------------------------------------------|---------------------------------------------------|---------------------------------------------------------------------------------|
| CPP Community Services Specialist          | \$20.8920 - \$32.1951                             | \$22.9499 - \$34.6860                                                           |
| Deputy Director                            | \$11,861.00 - \$18,384.00                         | Not Applicable                                                                  |
| Deaf Specialist                            | \$20.8920 - \$32.1951                             | \$22.9499 - \$34.6860                                                           |
| Diversity, Equity and Inclusion Supervisor | \$5,509.00 - \$8,097.00                           | \$6,051.64 - \$8,894.55                                                         |
| Director of Finance                        | \$9,060.00 - \$12,257.00                          | \$9,952.41 - \$13,464.31                                                        |
| Due Process Officer                        | \$5,509.00 - \$8,097.00                           | \$6,051.64 - \$8,894.55                                                         |
| Educational Advocate                       | \$5,509.00 - \$8,097.00                           | \$6,051.64 - \$8,894.55                                                         |
| Employment Services Specialist             | \$20.8920 - \$28.7445                             | \$22.9499 - \$35.3663                                                           |
| Executive Administrative Assistant         | \$26.4260 - \$36.5138                             | \$29.0289 - \$38.9421                                                           |

**REPORT ON PERSONNEL CLASSIFICATIONS (continued)**  
**November 2022**

| <b>Personnel Classification</b>                     | <b>Monthly or Hourly Salary Range<sup>1</sup></b> | <b>Monthly and Hourly<sup>1</sup> Salary Range Including ABX2-1<sup>2</sup></b> |
|-----------------------------------------------------|---------------------------------------------------|---------------------------------------------------------------------------------|
| Executive Director                                  | \$12,500.00 - \$23,605.00                         | Not Applicable                                                                  |
| Facilities Services Manager                         | \$5,546.00 - \$8,151.00                           | \$6,092.28 - \$8,953.87                                                         |
| Facilities Supervisor                               | \$5,293.75 - \$7,781.00                           | \$5,815.15 - \$8,547.43                                                         |
| Fair Hearings and Administrative Procedures Manager | \$6,192.00 - \$11,075.00                          | \$6,801.91 - \$12,165.89                                                        |
| Family Advocate                                     | \$16.3965 - \$22.5524                             | \$18.0116 - \$24.7738                                                           |
| Federal Revenues Specialist                         | \$20.8920 - \$28.7445                             | \$22.9499 - \$35.3663                                                           |
| Federal Revenues Supervisor                         | \$5,234.00 - \$7,693.00                           | \$5,749.55 - \$8,450.76                                                         |
| Health and Safety Specialist                        | \$20.8920 - \$28.7445                             | \$22.9499 - \$35.3663                                                           |
| Human Resources Information Systems Analyst         | \$26.4260 - \$36.5138                             | \$29.0289 - \$38.9421                                                           |
| Human Resources Generalist                          | \$26.4260 - \$36.5138                             | \$29.0289 - \$38.9421                                                           |
| Human Resources Manager                             | \$6,192.00 - \$11,075.00                          | \$6,801.91 - \$12,165.89                                                        |
| Human Resources Specialist I                        | \$21.8894 - \$31.2314                             | \$24.0455 - \$34.30769                                                          |

**REPORT ON PERSONNEL CLASSIFICATIONS (continued)**  
**November 2022**

| <b>Personnel Classification</b>                        | <b>Monthly or Hourly Salary Range<sup>1</sup></b> | <b>Monthly and Hourly<sup>1</sup> Salary Range Including ABX2-1<sup>2</sup></b> |
|--------------------------------------------------------|---------------------------------------------------|---------------------------------------------------------------------------------|
| Human Resources Specialist II                          | \$22.9615- \$31.9622                              | \$25.2232 - \$35.1104                                                           |
| Human Resources Supervisor                             | \$5,293.75 - \$7,781.00                           | \$5,815.15 - \$8,547.43                                                         |
| Individuals with Disabilities Education Act Specialist | \$5,509.00 - \$8,097.00                           | \$6,051.64 - \$8,894.55                                                         |
| Infrastructure Engineer                                | \$50.2846 - \$67.6272                             | \$55.2376 - \$74.2884                                                           |
| Intake Associate                                       | \$15.5138 - \$24.1246                             | \$17.0419 - \$25.7449                                                           |
| Intake Specialist                                      | \$20.8920 - \$28.7445                             | \$22.9499 - \$35.3663                                                           |
| iSeries System Operator                                | \$23.8788 - \$31.6375                             | \$26.2308- \$34.7537                                                            |
| IT Business Analyst                                    | \$42.1154 - \$55.7993                             | \$47.6517 - \$61.2955                                                           |
| IT Director                                            | \$12,500.00 - \$18,167.00                         | \$13,731.25 - \$19,956.45                                                       |
| IT Operations Manager                                  | \$6,192.00 - \$11,075.00                          | \$6,801.91 - \$12,165.89                                                        |
| IT Specialist I                                        | \$23.8788 - \$36.0453                             | \$26.2308- \$39.5957                                                            |
| IT Specialist II                                       | \$28.5487 - \$38.9829                             | \$31.3607- \$42.8227                                                            |
| IT Support Manager                                     | \$6,192.00 - \$11,075.00                          | \$6,801.91 - \$12,165.89                                                        |

**REPORT ON PERSONNEL CLASSIFICATIONS (continued)**  
**November 2022**

| <b>Personnel Classification</b>                            | <b>Monthly or Hourly Salary Range<sup>1</sup></b> | <b>Monthly and Hourly<sup>1</sup> Salary Range Including ABX2-1<sup>2</sup></b> |
|------------------------------------------------------------|---------------------------------------------------|---------------------------------------------------------------------------------|
| Judicial/Forensics Specialist                              | \$20.8920 - \$32.1951                             | \$22.9499 - \$35.3663                                                           |
| Lead Risk Assessment Specialist                            | \$20.8920 - \$32.1951                             | \$22.9499 - \$35.3663                                                           |
| LGBTQ Specialist                                           | \$20.8920 - \$32.1951                             | \$22.9499 - \$35.3663                                                           |
| Medical Services Supervisor                                | \$12,292.00 - \$18,500.00                         | \$13,502.76 - \$20,322.25                                                       |
| Nursing Consultant                                         | \$27.4117 - \$42.2181                             | \$30.1118 - \$46.3766                                                           |
| Nursing Services Supervisor                                | \$8,402.00 - \$12,349.00                          | \$9,229.60 - 13,565.38                                                          |
| Office Assistant I                                         | \$15.5138 - \$24.1246                             | \$17.0419 - \$25.7449                                                           |
| Office Assistant II                                        | \$15.5600 - \$21.4496                             | \$17.0927 - \$23.5623                                                           |
| Office Assistant III                                       | \$17.1500 - \$23.6415                             | \$18.8392 - \$25.9701                                                           |
| Office Services Assistant                                  | \$21.8894- \$31.2314                              | \$24.0455 - \$34.30769                                                          |
| Organizational Development Director                        | \$9,060.00 - \$12,257.00                          | \$9,952.41 - \$13,464.31                                                        |
| Operations Accounting Supervisor                           | \$5,293.75 - \$7,781.00                           | \$5,815.15 - \$8,547.43                                                         |
| Outreach Language Specialist –<br>Armenian, Farsi, Tagalog | \$20.8920 - \$32.1951                             | \$22.9499 - \$35.3663                                                           |

**REPORT ON PERSONNEL CLASSIFICATIONS (continued)**  
**November 2022**

| <b>Personnel Classification</b>                                    | <b>Monthly or Hourly Salary Range<sup>1</sup></b> | <b>Monthly and Hourly<sup>1</sup> Salary Range Including ABX2-1<sup>2</sup></b> |
|--------------------------------------------------------------------|---------------------------------------------------|---------------------------------------------------------------------------------|
| Parent Mentor                                                      | \$16.3965 - \$22.5524                             | \$18.0116 - \$24.7738                                                           |
| Parent & Family Support Specialist                                 | \$20.8920 - \$32.1951                             | \$22.9499 - \$35.3663                                                           |
| Participant Choice Specialist                                      | \$20.8920 - \$32.1951                             | \$22.9499 - \$35.3663                                                           |
| Payroll Specialist                                                 | \$21.8894- \$31.2314                              | \$24.0455 - \$34.30769                                                          |
| Placement Specialist                                               | \$20.8920 - \$32.1951                             | \$22.9499 - \$35.3663                                                           |
| Psychologist                                                       | \$34.1969 - \$47.0286                             | \$37.5653 - \$51.6609                                                           |
| Psychological Services Supervisor                                  | \$8,402.00 - \$12,349.00                          | \$9,229.60 - 13,565.38                                                          |
| Public Information Specialist                                      | \$20.8920 - \$32.1951                             | \$22.9499 - \$35.3663                                                           |
| Publication Information Manager                                    | \$6,192.00 - \$11,075.00                          | \$6,801.91 - \$12,165.89                                                        |
| Quality Improvement and Outcomes Manager                           | \$6,192.00 - \$11,075.00                          | \$6,801.91 - \$12,165.89                                                        |
| Records and Document Management Supervisor                         | \$5,293.75 - \$7,781.00                           | \$5,815.15 - \$8,547.43                                                         |
| Resource Developer (inclusive of CPP, Residential and Day Program) | \$20.8920 - \$32.1951                             | \$22.9499 - \$35.3663                                                           |
| Resource Development Specialist                                    | \$20.8920 - \$32.1951                             | \$22.9499 - \$35.3663                                                           |

**REPORT ON PERSONNEL CLASSIFICATIONS (continued)**  
**November 2022**

| <b>Personnel Classification</b>        | <b>Monthly or Hourly Salary Range<sup>1</sup></b> | <b>Monthly and Hourly<sup>1</sup> Salary Range Including ABX2-1<sup>2</sup></b> |
|----------------------------------------|---------------------------------------------------|---------------------------------------------------------------------------------|
| Risk Assessment Specialist             | \$20.8920 - \$32.1951                             | \$22.9499 - \$35.3663                                                           |
| Risk Assessment Supervisor             | \$5,234.00 - \$7,693.00                           | \$5,749.55 - \$8,450.76                                                         |
| School Transition Liaison              | \$20.8920 - \$32.1951                             | \$22.9499 - \$35.3663                                                           |
| Senior Contract and Privacy Specialist | \$28.8462 - \$38.2190                             | \$31.6875 - \$41.9835                                                           |
| Senior Human Resources Generalist      | \$28.8462 - \$38.2190                             | \$31.6875 - \$41.9835                                                           |
| System Administrator                   | \$42.1154 - \$55.7993                             | \$47.6517 - \$61.2955                                                           |
| Technical Support Engineer             | \$42.1154 - \$55.7993                             | \$47.6517 - \$61.2955                                                           |
| Training and Development Supervisor    | \$5,293.75 - \$7,781.00                           | \$5,815.15 - \$8,547.43                                                         |
| Training Specialist                    | \$20.8920 - \$32.1951                             | \$22.9499 - \$35.3663                                                           |
| Transfer Coordinator                   | \$15.2195 - \$18.5254                             | \$16.7186 - \$20.3502                                                           |
| Vendor Coordinator                     | \$15.5138 - \$24.1246                             | \$17.0419 - \$25.7449                                                           |

North Los Angeles County Regional Center  
**Consumer Advisory Committee Meeting Minutes (Via Zoom)**  
November 2, 2022

**Present:** Pamela Aiona, Jennifer Koster, Bill Abramson, and Suzanne Paggi – Committee Members

Michelle Heid, Jessica Gould, Ana Quiles, Destry Walker, Alex, Elena Tiffany, Cynthia Samano, Patrick Schattily, Gladis Espino-R, Hillary Kessler, Desiree Boykin, Tina Wright, Lillian Martinez, Tami Barmache, Madeline McCormick, Shawn Hunter, Maria Hernandez, Nancy Gallardo-Interpreter - Guests

Jose Rodriguez, Lizeth Chavez, Dr. Michael Fernandez, Nancy Salyers, Juan H., Maddy Gonzalez, Fred Rockwood, and Cesar Cuevas – Staff

**Absent:** Lesly Forbes

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**I. Call to Order & Introductions**

J.Koster called meeting to order at 3:05 pm and introductions were made by all committee members, staff, and guests.

**II. Consent Items**

A. Approval of Agenda

**M/S/C** (J.Koster/Alex) To approve the Agenda

B. Approval of Minutes from September Meeting

**M/S/C** (J.Koster/D.Walker) To approve the Minutes as presented.

**III. Housing Presentation – Jessica Gould**

Jessica Gould discussed the housing crisis as it affects the disability community. She covered the historical context of the situation and shared who the current leaders are in the movement today. Among these, an organization called Lanterman Housing Alliance is a collaboration of state officials, developers, stakeholders, and other interested parties working hard to give disability community an equal voice in housing. She explained the kinds of housing models that exist for the community. She then provided resources for the audience to learn further about housing information and answered questions the end of the presentation. Lastly, she shared her email address in case anyone wants to reach out for more information:

[jdg.consultation33@gmail.com](mailto:jdg.consultation33@gmail.com).

#### **IV. Committee Business**

A. Finalize CAC Flyer

Tina Wright demonstrated the fliers that she has worked on for promoting the Consumer Advisory Committee meetings. Everyone provided their input as far as which flier captures the essence of the meetings.

B. Monthly Training/Presentation Update (Page 8)

Jose Rodriguez gave an overview of future meetings and entities that will give presentations during the meetings.

C. Check-in/Holiday Gathering

S.Paggi explained the purpose of this meeting, considering it a time for members to check in with the other members and show support. Lizeth mentioned that this meeting has been approved to occur. The understanding is that this meeting will not be formal nor have an agenda; rather, it is an opportunity to interact and check-in with one another in a casual setting.

**M/S/C** (S.Paggi/B.Abramson) To rename the meetings for December 2022 and July 2023 “CAC Gathering.”

**Action Item:** Liz and Jose will send an email to coordinate where the next meeting on December 7, 2022 will take place.

#### **V. Identify Agenda Items for the Next Board Meeting**

A. Minutes from the November 2, 2022 Meeting

#### **VI. Announcements/Information/Public Input**

A. Next meeting: January 4, 2023 at 3:00PM

B. Committee Attendance (Page 9)

Jose Rodriguez will ensure members receive any information related to future meetings via email.

C. Public Input

Dr. Fernandez shared an event called “Virtual Festival” which takes place on November 5<sup>th</sup>, 2022 and encouraged participants to attend.

#### **VII. Adjournment**

J.Koster adjourned the meeting at 4:56 pm.

Submitted by:

*Cesar Cuevas*

Administrative Assistant





North Los Angeles County Regional Center  
**Consumer Advisory Committee Meeting Minutes (Via Zoom)**  
January 4, 2022

**Present:** Pamela Aiona, Jennifer Koster, Bill Abramson, and Suzanne Paggi – Committee Members

Alex, Elena Tiffany, Desiree Boykin, Azucena Bustillos-Interpreter - Guests

Jose Rodriguez, Lizeth Chavez, Arkaz Vardanyan, Nahid Abouzar, Kristine Mosteiro, and Cesar Cuevas – Staff

**Absent:** Cynthia Somano, Lesly Forbes, Dr. Michael Fernandez

---

**I. Call to Order & Introductions**

J.Koster called meeting to order at 3:08 pm and introductions were made by all committee members, staff, and guests.

**II. Consent Items**

A. Approval of Agenda

**M/S/C** (J.Koster/S.Paggi) To approve the Agenda

B. Approval of Minutes from November 2, 2022 Meeting

**M/S/C** (J.Koster/P.Aiona) To approve the Minutes as presented.

**III. Committee Business**

A. Board of Trustees update

J.Rodriguez included this section so that board members can discuss how services have impacted consumers, as well as to discuss any new legislative or educational information that board members can distribute to this committee. J.Koster stated that transportation, employment, and housing are among the most important topics on which to focus moving forward.

**M/S/C** (S.Paggi/J.Koster) To add a Chair report to the Agenda.

B. Presentation

A.Vardanyan introduced himself as the new LGBTQ Specialist at NLACRC. His role is to provide guidance, education, and direct support to consumers and their families related to LGBTQ issues. He can also help consumers who do not necessarily identify as LGBTQ, but who may have issues related to sexuality or sexual health in general. He can be reached via phone or email.

- C. Finalized CAC Flyer  
J.Rodriguez presented the finalized CAC flyer.
- D. Monthly Training/Presentation update  
J.Rodriguez reviewed the upcoming calendar meetings and confirmed the presenters for these meetings.
- E. 2023 NLACRC Life After High School Fair  
J.Rodriguez presented the flyer for “Life After High School,” an event that provides supportive resources to consumers. The vendors for NLACRC, as well as LAUSD, will be present to discuss the services they offer.
- F. Self-Advocacy Board of LA County (SABLAC)  
S.Paggi presented on the SABLAC, whose goal is to teach people with developmental and/or physical disabilities about their rights and to promote self-advocacy. She stated that if anyone is interested in joining the board, they can reach out to her via email.

#### **IV. Identify Agenda Items for the Next Board Meeting**

- A. Minutes from the January 4<sup>th</sup>, 2023 Meeting

#### **V. Announcements/Information/Public Input**

- A. Next meeting: February 1<sup>st</sup>, 2023 at 3:00pm
- B. Announcements  
K.Mosteiro and N.Abouzar introduced themselves as the new Outreach Language Specialists for the DEIB unit and offered their assistance for consumers who speak Tagalog and Farsi, respectively.  
L.Chavez stated that the Board of Trustees extended board membership applications to February 15<sup>th</sup>, 2023. Members are being sought until February 15<sup>th</sup>. If anyone is interested, they should email [boardsupport@nlacrc.org](mailto:boardsupport@nlacrc.org), Lizeth Chavez, or their consumer service coordinator indicating as such.

#### **VI. Adjournment**

- J.Koster adjourned the meeting at 3:53 pm.

Submitted by:

*Cesar Cuevas*  
Administrative Assistant



North Los Angeles County Regional Center  
**Executive Committee Meeting Minutes**

October 26, 2022

**Present:** Ana Quiles (Chair), Alma Rodriguez, David Coe, Leticia Garcia, Lillian Martinez, Liliana Windover, Liz Chavez, Vini Montague, Ruth Janka, Clarence Foster, Evelyn McOmie, Cristina Preuss, Dr. Michael Fernandez, Silvia Haro, Robert Dhondrup, Malorie Lanthier, Sheila King, Tiffani-Jones Newman, Gabriela Eshrati – Staff Members

Leticia Garcia - Board Member, Isabel Romero-Interpreter, Azucena Bustillos-Interpreter, Jasmine Barrios-Minutes Services - Guests

**Absent:** Rocio Sigala

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**I. Call to Order & Introductions**

Ana Quiles called the meeting to order at 7:41 pm.

**II. Public Input**

No public input

**III. Consent Items**

A. Approval of Agenda

**M/S/C** (L. Martinez/A. Rodriguez) To approve the agenda as presented.

After the vote, it was noted to add from the Administrative Affairs Committee, Item G: Contracts Tigertail Adult 4 PL2118-109 and Essential Pay PL2135 to Committee Business.

**M/S/C** (L. Martinez/D. Coe) To approve the agenda as revised

B. Approval of Minutes of September 28<sup>th</sup> Meeting

**M/S/C** (D.Coe/L.Martinez) To approve the September 28<sup>th</sup> Meeting Minutes as presented.

**IV. Consumer Advisory Committee – Dr. Michael Fernandez**

A. CAC Report

Dr. Fernandez reviewed the report as presented in the packet. Highlights include: The CAC meeting was held on October 5, 2022. The committee did not have a quorum and the group was not able to vote on any items. Points of discussion include that the committee would like to begin promoting events at least one month in advance. 131

of concern for the group include the chair attendance, punctuality and conducting of the CAC meetings.

## V. Committee Business

### A. Liaison Reports

#### 1. ARCA Report - Leticia Garcia

Leticia reviewed the report as presented in the packet. Highlights include: ARCA Board Delegates Meeting was held on October 17, 2022. Points of discussion included the Strategic Plan Workshop, the results and findings from the ARCA Surveys submitted by Regional Centers, which will help develop strategies to establish priorities for ARCA's next Strategic Plan. Also discussed was the Little Hoover Commission, who held the first in a series of hearings to regarding disparities within Regional Centers on a statewide level. The hearing took place on October 13<sup>th</sup>, and the next will be held on November 10<sup>th</sup>, 2022, and can be accessed on the DDS website. In terms of developing an ARCA Strategic Plan, a priority topic was identified as the preservation and independence of Regional Centers statewide. Strategies and goals will continue to be developed.

#### 2. Self-Determination Local Volunteer Advisory Committee - Gabriela Eshrati

Gabriela reviewed the report as presented in the packet. Highlights include: The last meeting was held on October 20, 2022 and there were 30 attendees. In terms of public input, it was noted that Independent Facilitators would like to be notified when a change occurs within NLACRC's SDP Process. SCDD announced that they are continuing recruitment for the vacant LVAC position and hope to have it filled soon. Points of discussion include a presentation from the Community Services Department on 099 Vendorization for independent facilitators. Committee members noted that they would like to attend NLACRC's SDP Staff trainings. After discussion, it was determined that this request cannot be accommodated at this time due to HIPAA constraints. The Committee also requested a Board Liaison to continue the collaboration between the Committee and NLACRC, they are hoping to have this vacancy filled by the next SDP Local Advisory Committee Meeting. Ana Quiles requested any issues or recommendations made by the Best Practices Subcommittee be reported out as updates become available.

### B. Update on NLACRCCRC's 2022–2026 Strategic Plan– Ruth Janka

The Strategic Planning Committee finalized a recommendation for the Board to update the Strategic Plan. This recommendation will go to the Board for approval in November.

### C. Board Members Responsibilities Policy - Ana Quiles

#### 1. Proposed Revision for Board Members Responsibilities Policy

The proposed policy states that meeting attendance for Committee Members should be at least 1 hour of the meeting. The Board returned this policy for consideration on questions that were received in terms of what constitutes an official meeting. The Committee is to determine if mandatory trainings count as official meetings for which attendance will be taken. Ruth Janka stated that board

member attendance at trainings is not considered “mandatory” in that NLACRC is required to provide training, however Board Members are not necessarily required to attend.

After discussion, it was decided to count only Board and Committee Meetings as attendance for meetings. Lack of attendance at an unplanned, emergency meetings will not count against a board member’s attendance for that committee or meeting. Also, the verbiage for mandatory trainings will be revised regarding “mandatory” attendance.

In the first paragraph, a revision was made to state: “Policy is developed through recommendations and actions from Board Committees...”. Lillian Martinez made the recommendation to review the document again and to discuss recommendations at the next Committee Meeting.

**M/S/C** (L. Martinez/L. Garcia) To table the discussion on Board Member Responsibilities policy and revisit at the November Committee Meeting.

D. FY2021-22 Board vs Expenditures – Vini Montague

Vini reviewed this information as presented in the packet.

Approved Budget: 101,5000.00

YTD Expenses: 7,737.69

Budget Remaining: \$93,762.31

% of Budget Utilized: 7.62%

E. Approval for Draft Letter for Ana Quiles’ Contributions – Ruth Janka

Ana Quiles is running for the School Board and is looking to share information about her roles as the NLACRC Board President and formerly, Board Treasurer. This letter is a draft from NLACRC that does not endorse any candidate but outlines the factual duties and contributions that Ana has made to NLACRC.

Alma Rodriguez facilitated the proposal to the Committee for approval.

**M/S/C** (L. Martinez/D. Coe) To approve the draft letter for Ana Quiles’s contributions to NLACRC.

F. Board Annual Training Plan - Ruth Janka

Ruth reviewed this plan as presented in the packet. The Committee is being tasked to review for a vote at the next Committee Meeting.

G. Approval of Contract - Vini Montague

1. Tigertail Adult 4 PL2118-109

POS Contract – Provides Supplemental Residential Services Program Support services.

5-year contract effective February 1, 2022 through January 31, 2027

Projected total contract amount is \$2,352,680.81

Projected to serve 3 consumers per month.

2. Casa Fiscal dba Essential Pay PL2135

POS Contract – Allocation from DDS to provide startup funds for FMS Fiscal Agent services for individuals in the SDP Program

6-month contract effective October 1, 2022 through March 31, 2023  
Maximum approved funding is \$500,000  
Consumers served TBD, currently 9 consumers from NLACRC

**M/S/C** (A. Rodriguez/L. Martinez) To approve the Tigertail Adult 4 PL2118-109 and Essential Pay PL2135 Contracts as presented.

## **VI. Center Operations – Ruth Janka**

### Whistleblower Complaints

NLACRC received a complaint on September 14<sup>th</sup> alleging retaliation. The complainant has not responded to a request for an interview which is the first step in the investigation process. The investigation has been put on hold for 30 days and if there is no response, the case will be closed. A second complaint of retaliation was received on October 14<sup>th</sup> and the investigation is ongoing.

### Staffing

Public Information Officer- Robert Dhondrup will be leaving NLACRC as he pursues an opportunity for a new career venture. While the NLACRC recruits for a replacement, the Public Information Team will report to Ruth Janka, the Executive Director.

Outreach Language Specialists – 2 Outreach Language Specialists have joined NLACRC. Both positions are organized within the Diversity, Equity, Inclusion Unit, and will report to Dr. Fernandez. These positions will support both the Language Access and Cultural Competency plan as well as local grassroots outreach in the community.

While the center continues to recruit for the Consumer Services Director position (SFV-Adult and Transition Services), Consumer Services Managers Donna Rentsch and Emmanuel Gutierrez will provide support and direction to the San Fernando Valley Adult and Transition teams.

### Transportation Services

NLACRC's vendored transportation service provider is experiencing a shortage of drivers which is impacting the provider's ability to return individuals to in-person day programs. NLACRC is meeting with R&D Transportation, a transportation broker, to discuss routes and day program transportation needs.

### Holiday Gift Drive Thru

Alternatives for this Annual Gift Drive are being considered in order to be more inclusive and to create a more equitable opportunity to participate.

### 2022 Town Hall

The next Town Hall, Transition Services - Parent Perspective will be held in November; Aging Adult Services – Parent Perspective is scheduled for December and then town halls will be held on a quarterly basis beginning in 2023.

**VII. Review of Meeting Action Items**

- A. Executive Committee Action Log
- B. Board Member Responsibilities Policy – Members to review before next Committee Meeting.

**VIII. Board Meeting Agenda Items**

The following items were identified for the committee's section of the next Board Meeting agenda:

- A. Minutes of the October 26th Meeting
- B. FY2022-23 Board vs Expenditures

**IX. Announcements / Information Items / Public Input**

- A. Next Meeting: Wednesday, November 30th at 7:30 pm
- B. Committee Attendance
- C. Parents of Adult Consumers Support Group, October 26th, 6:30 pm
- D. El Poder del Amor y la Paciencia, October 28th, 10:00 am
- E. Cultivar y Crecer, October 28th, 6:30 pm
- F. NLACRCCRC Self Determination Support Group, November 2nd, 6:00 pm
- G. Black & African American Support Group, November 2nd, 6:30 pm
- H. FFRC Helping your Child Sleep Better, November 3rd, 3:30 pm
- I. FFRC Parent Check-in & Chat Support Group, November 4th, 12:30 pm
- J. Festival Educacional Virtual, November 5th, 9:00 am
- K. FFRC Taller basico de IEP, November 8th, 11:00am
- L. Virtual Alianza de Hombres, November 8th, 7:00 pm
- M. FFRC IEP Basics Workshop, November 9th, 11:00 am
- N. Virtual Cafecito Entre Nos, November 10th, 11:00 am
- O. AV Parent to Parent Support Group, November 10th, 11:00 am
- P. FFRC Ayudando a su Hijo a Dormir Mejor, November 10th, 3:30 pm
- Q. FFRC Mamas Latina Grupo de Apoyo, November 14th, 6:30 pm
- R. FFRC Taller Avanzado de IEP, November 15th, 11:00 am
- S. NLACRCCRC Self-Advocacy Group Meeting, November 15th, 10:45 am
- T. FFRC Advanced IEP Workshop, November 16th, 11:00 am
- U. Parents of Adult Consumers Support Group, November 16th, 6:30 pm
- V. NLACRCCRC's Virtual Town Hall: Parent/Consumer Perspective – Transition Age Services, November 17th, 1:30 pm
- W. FFRC Parent Check-in & Chat Support Group, November 18th, 12:30 pm
- X. Filipino Support Group, November 21st, 6:30 pm

**X. Adjournment**

Ana Quiles, Committee Chair, adjourned the meeting at 8:50 p.m.

Submitted by:

(\*) *Lizeth Chavez*

Executive Administrative Assistant

*(\*) The majority of these minutes are taken from the Minutes Service submission and reviewed/edited as presented herein by NLACRC staff.*



## **BOARD & BOARD COMMITTEE LIST**

FY 2022-23

### **Board of Trustees**

**Ana Quiles** -President & ARCA Alt.  
**Alma Rodriguez** – First V.P.  
**Rocio Sigala** – Second V.P.  
**Lillian Martinez** - Secretary  
**David Coe** - Treasurer  
**Leticia Garcia** – ARCA Delegate  
Andrew Ramirez  
Brian Gatus  
Cathy Blin  
~~Gabriela Herrera~~  
George Alvarado  
Jennifer Koster  
Jordan Feinstock  
Nicholas Abrahms  
Sharmila Brunjes  
Sylvia Brooks-Griffin  
Suad Bisogno – VAC Chair

### **Administrative Affairs**

**Vini Montague, Staff**  
**David Coe, Chair**  
Alma Rodriguez  
Ana Quiles  
Leticia Garcia  
Lillian Martinez  
VAC Representative  
Bob Erio

### **Consumer Advisory**

**Michael Fernandez, Staff**  
**Jennifer Koster, Chair**

### **Executive**

**Ruth Janka, Staff**  
**Ana Quiles, Chair**  
Alma Rodriguez  
David Coe  
Lillian Martinez  
Rocio Sigala  
Leticia Garcia

### **Consumer Services**

**Evelyn McOmie, Staff**  
**Andrew Ramirez, Chair**  
Brian Gatus  
Cathy Blin  
~~Gabriela Herrera~~  
George Alvarado  
Nicholas Abrahms  
Rocio Sigala  
Sharmila Brunjes  
VAC Representative  
Erica Beall

### **Government & Community Relations**

~~**Robert Dhondrup, Staff**~~  
**Ruth Janka, Staff**  
**Jordan Feinstock, Chair**  
Andrew Ramirez  
Brian Gatus  
Cathy Blin  
~~Gabriela Herrera~~  
George Alvarado  
Nicholas Abrahms  
Sharmila Brunjes  
Sylvia Brooks-Griffin  
VAC Representative  
Andrea Devers

### **Nominating**

**Liz Chavez, Staff**  
**Lillian Martinez, Chair**  
Ana Quiles  
David Coe  
Jennifer Koster  
VAC Representative  
Suad Bisogno

### **Strategic Planning**

**Ruth Janka, Staff**  
**Leticia Garcia, Chair**  
Ana Quiles  
Alma Rodriguez  
Brian Gatus  
Evelyn McOmie  
Lillian Martinez  
Michael Fernandez  
Ruth Janka  
Sharmila Brunjes  
VAC Representative  
Kimberly Bermudez

### **Post-Retirement Medical Trust**

**Vini Montague, Staff**  
**Ana Quiles, Chair**  
Vini Montague  
Alma Rodriguez  
David Coe  
Ruth Janka

### **Vendor Advisory**

**Ruth Janka, Staff**  
**Suad Bisogno, Chair**  
Alex Kopilevich  
Andrea Devers  
Bob Erio  
Cal Enriquez  
Catherine Carpenter  
Dana Kalek  
Daniel Ortiz  
Don Lucas  
Erica Beall  
Jodie Agnew-Navarro  
Kimberly Bermudez  
Lisa Williamsen  
Nick Vukotic  
Rosallynn Daggs  
(3 open position)

[comlist.22.23] Approved: 8/10/22  
Revised: ~~10/12/22~~

**Board of Trustees Budget vs Expenditures**  
**Fiscal Year 2022-2023**  
**Expenditures Paid through November 18, 2022 (October 2022 State Claim)**  
**Approved Budget**

| No | A<br>Description                                                                                  | B<br>Approved<br>Budget<br>FY 2022-23 | C<br>YTD Expenses  | D<br>Budget<br>Remaining<br>(B-C) | E<br>% of Budget<br>Utilized<br>(C/B) |
|----|---------------------------------------------------------------------------------------------------|---------------------------------------|--------------------|-----------------------------------|---------------------------------------|
| 1  | Board Retreat, Board Dinner and CAC Holiday Party                                                 | \$ 20,000.00                          | \$ -               | \$ 20,000.00                      | 0.00%                                 |
| 2  | NLACRC Legislative Events                                                                         | \$ 3,500.00                           | \$ -               | \$ 3,500.00                       | 0.00%                                 |
| 3  | ARCA Meetings, Conferences, & Activities (includes airfare, hotels, cabs, meals, parking, etc.)   | \$ 5,000.00                           | \$ -               | \$ 5,000.00                       | 0.00%                                 |
| 4  | Board Member Support to Participate in Meeting & Events (overnight mailing, iPads, supplies, etc) | \$ 28,000.00                          | \$ 7,788.53        | \$ 20,211.47                      | 27.82%                                |
| 5  | Transportation for Board Members (Keolis)                                                         | \$ 1,000.00                           | \$ -               | \$ 1,000.00                       | 0.00%                                 |
| 6  | Child Care/Attendant Care Support for Board Members                                               | \$ 12,000.00                          | \$ 286.10          | \$ 11,713.90                      | 2.38%                                 |
| 7  | Meals for Board and Board Committee Meetings                                                      | \$ 3,000.00                           | \$ 577.80          | \$ 2,422.20                       | 19.26%                                |
| 8  | Board & VAC Member Recruitment Expenses                                                           | \$ 2,000.00                           | \$ -               | \$ 2,000.00                       | 0.00%                                 |
| 9  | Board Meeting Supplies (nameplates, flowers, greeting cards, paper goods)                         | \$ 9,000.00                           | \$ 890.27          | \$ 8,109.73                       | 9.89%                                 |
| 10 | Sponsorships                                                                                      | \$ 3,000.00                           | \$ -               | \$ 3,000.00                       | 0.00%                                 |
| 11 | Board Training                                                                                    | \$ 15,000.00                          | \$ -               | \$ 15,000.00                      | 0.00%                                 |
|    |                                                                                                   |                                       | \$ -               | \$ -                              |                                       |
|    | <b>Total</b>                                                                                      | <b>\$ 101,500.00</b>                  | <b>\$ 9,542.70</b> | <b>\$ 91,957.30</b>               | <b>9.40%</b>                          |



# North Los Angeles County Regional Center

Main 818-778-1900 • Fax 818-756-6140 | 9200 Oakdale Avenue #100, Chatsworth, CA 91311 [www.nlacrc.org](http://www.nlacrc.org)

## Board Resolution for Workers Compensation Insurance

The following resolution was adopted at a special meeting of The North Los Angeles County Regional Center, Inc. Board of Trustees Executive Committee held on the 30<sup>th</sup> day of December 2022, in accordance with the laws and by-laws of the above organization.

**RESOLVED**, that the Board of Trustees of the North Los Angeles County Regional Center authorizes the Executive Director or the Chief Financial Officer to execute insurance binders and purchase workers compensation insurance with Quality Comp, Inc. for the period of January 1, 2023 through December 31, 2023 through its insurance broker, Arthur J. Gallagher & Co. Insurance Brokers of California, Inc.

**CERTIFICATION BY SECRETARY:** I certify that (i) I am the Secretary of the North Los Angeles County Regional Center; (ii) the foregoing Resolution is a complete and accurate copy of the Resolution duly adopted by Board of Trustees; and (iii) the Resolution is in full force and has not been revoked or changed in any way.

  
Lillian Martinez (Dec 30, 2022 14:03 PST)

\_\_\_\_\_  
Lillian Martinez, Board Secretary

December 30, 2022  
\_\_\_\_\_  
Date

## Contract Summary and Board Resolution

| No. | Description                                                                   | Contract Summary                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|-----|-------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.  | <b>Contract Overview:<br/>(New or Amendment) (POS or OPS)</b>                 | New<br>Purchase of Services (POS)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 2.  | <b>The Name of Vendor or Service Provider</b>                                 | <b>Angel Wings Home Care And Independent Living Service Agency, LLC</b><br>Vendor Number: HL0998,<br>Service Code: 880                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 3.  | <b>The Purpose of the Contract</b>                                            | Service provider will provide transportation services - additional component since the vendor: a) is vendored separately from the primary service; b) provides services by employees of the primary service agency; and c) provides the regional center with proof of adequate insurance as designated by the vendoring regional center in accordance with the Welfare and Institutions Code, Section 4648.3.                                                                                                                                                                         |
| 4.  | <b>The Contract Term</b>                                                      | Five (5) year contract effective December 01, 2022 through November 30, 2027.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 5.  | <b>The Total Amount of the Contract</b>                                       | Projected annual cost is \$593,913.60 per year, or \$2,969,568.00 over the entire five (5) year term of the contract based on the cost statement.<br><br>The formula is calculated as follows:<br>Hourly rate (\$19.64) x number of hours/month (90) x projected number of consumers (28) x 12 months x 5 years.                                                                                                                                                                                                                                                                      |
| 6.  | <b>The Total Proposed Number of Consumers Served</b>                          | Projected 28 consumers per month.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 7.  | <b>The Rate of Payment or Payment Amount</b>                                  | Payment will be reimbursed to service provider based on 1) the actual services authorized; 2) the actual services provided; and 3) the authorized \$19.64 hourly rate.                                                                                                                                                                                                                                                                                                                                                                                                                |
| 8.  | <b>Method or Process Utilized to Award the Contract.</b>                      | Based on vendorization requirements under statute and regulation for Transportation - Additional Component services.                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 9.  | <b>Method or Process Utilized to Establish the Rate or the Payment Amount</b> | Negotiated hourly rate of \$19.64 is based on a cost statement. The rate negotiated complies with WIC, Section 4691.9 (b) which states that effective July 1, 2008 “no Regional Center may negotiate a rate with a new service provider, for services where rates are determined through a negotiation between the Regional Center and the provider, that is higher than the Regional Center’s median rate for the same service code and unit of service, or the statewide median rate for the same service code and unit of service, whichever is lower.” The provider’s stated cost |

|     |                                                                                |                                                                                              |
|-----|--------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|
|     |                                                                                | is the lower than Statewide Median of \$ 27.95 per hour, and there is no NLACRC median rate. |
| 10. | <b>Exceptional Conditions or Terms: Yes/No<br/>If Yes, provide explanation</b> | None                                                                                         |

The North Los Angeles County Regional Center’s (“**NLACRC**”) Administrative Affairs Committee reviewed and discussed the above Standardized Contract for Specified Transportation Services (“**Contract**”) and is recommending an action of the Executive Committee on behalf of the Board of Trustees to **Approve** the Contract.

\_\_\_\_\_  
David Coe, Board Treasurer

November 30, 2022  
\_\_\_\_\_  
Date

## Contract Summary and Board Resolution

The North Los Angeles County Regional Center's ("NLACRC") Executive Committee on behalf of the Board of Trustees reviewed and discussed the Standardized Contract for Specified Transportation Services ("**Contract**") for **Angel Wings Home Care And Independent Living Service Agency, LLC** and passed the following resolution:

**RESOLVED THAT** in compliance with NLACRC's Board of Trustees Contract Policy, the Contract between NLACRC and **Angel Wings Home Care And Independent Living Service Agency, LLC** was reviewed and approved by NLACRC's Executive Committee on behalf of the Board of Trustees on **November 30, 2022**.

NLACRC's Executive Committee on behalf of the Board of Trustees hereby authorizes and designates any officer of NLACRC to finalize, execute and deliver the Contract on behalf of NLACRC, in such form as NLACRC's legal counsel may advise, and on such further terms and conditions as such Officer may approve. The final terms of the Contract shall be conclusively evidenced by the execution of the Contract by such Officer. For purposes of this authorization, an "Officer" means NLACRC's Executive Director, Chief Consumer & Community Services Officer, Chief Financial Officer, Chief Human Resources Officer, or Chief Information Officer, and no one else.

**Certification by Secretary:** I certify that: (1) I am the Secretary of the NLACRC; (2) the foregoing Resolution is a complete and accurate copy of the Resolution duly adopted by NLACRC's Executive Committee on behalf of the Board of Trustees; (3) the Resolution is in full force and has not been revoked or changed in any way.

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Lillian Martinez, Board Secretary

---

November 30, 2022

Date

## Contract Summary and Board Resolution

| No. | Description                                                   | Contract Summary                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|-----|---------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.  | <b>Contract Overview:<br/>(New or Amendment) (POS or OPS)</b> | New – Nonresidential Negotiated Rate Agreement, Purchase of Services (POS)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 2.  | <b>The Name of Vendor or Service Provider</b>                 | David Pyles dba <b>Pyles &amp; Associates</b><br>Vendor Number PL2121, Service Code 062                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 3.  | <b>The Purpose of the Contract</b>                            | <p>Contractor will provide Personal Assistance services pursuant to Title 17, Section 54356 and the DDS published guidelines regarding Miscellaneous Services revised 05/10/2010. The service provider will provide specialized personal assistance. Services will be provided by staff trained in behavior management techniques.</p> <p>Specialized Personal Assistance services are provided by staff high qualifications than standard personal assistance services. Direct services will be provided by staff who have six months experience working with persons with developmental disabilities and either: 1) have a high school diploma or the equivalent, have completed 30 hours of competency-based training designed by a certified behavior analyst; or 2) possess an Associate’s Degree in either a human, social, or educational services discipline, or a degree or certification related to behavior management, from an accredited community college or educational institution.</p> |
| 4.  | <b>The Contract Term</b>                                      | Five (5) year contract effective December 1, 2022 through November 30, 2027.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 5.  | <b>The Total Amount of the Contract</b>                       | Projected annual cost is \$1,429,200.00 per year, or \$7,146,000.00 over the entire five (5) year term of the contract based on the cost statement.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 6.  | <b>The Total Proposed Number of Consumers Served</b>          | Projected 10 consumers per month.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 7.  | <b>The Rate of Payment or Payment Amount</b>                  | Payment will be reimbursed to service provider based on 1) the actual services authorized; 2) the actual services provided; and 3) the authorized negotiated rate of \$39.70 per hour, per consumer.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 8.  | <b>Method or Process Utilized to Award the Contract.</b>      | Based on vendorization requirements under statute and regulation for Specialized Personal Assistance services.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |

|     |                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|-----|--------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 9.  | <b>Method or Process Utilized to Establish the Rate or the Payment Amount</b>  | Negotiated hourly rate of \$39.70 is based on a cost statement. The rate negotiated complies with WIC, Section 4691.9 (b) which states that effective July 1, 2008 “no Regional Center may negotiate a rate with a new service provider, for services where rates are determined through a negotiation between the Regional Center and the provider, that is higher than the Regional Center’s median rate for the same service code and unit of service, or the statewide median rate for the same service code and unit of service, whichever is lower.” The provider’s stated cost exceeds the NLACRC median rate of \$39.70 per hour effective April 1, 2022. Provider agrees to accept the \$5.08 difference in reimbursement. There is no statewide median rate for this service. |
| 10. | <b>Exceptional Conditions or Terms: Yes/No<br/>If Yes, provide explanation</b> | None                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

The North Los Angeles County Regional Center’s (“NLACRC”) Administrative Affairs Committee reviewed and discussed the above Nonresidential Negotiated Rate Agreement (“Contract”) and is recommending an action of Executive Committee on behalf of the Board of Trustees to Approve the Contract.

\_\_\_\_\_  
David Coe, Board Treasurer

\_\_\_\_\_  
November 30, 2022  
Date



## **Contract Summary and Board Resolution**

The North Los Angeles County Regional Center’s (“**NLACRC**”) Executive Committee on behalf of the Board of Trustees reviewed and discussed the Nonresidential Negotiated Rate Agreement (“**Agreement**”, or “**Contract**”) for **David Pyles dba Pyles & Associates** and passed the following resolution:

**RESOLVED THAT** in compliance with NLACRC’s Board of Trustees Contract Policy, the Contract between NLACRC and **David Pyles dba Pyles & Associates** was reviewed and approved by NLACRC’s Executive Committee on behalf of the Board of Trustees on **November 30, 2022**.

NLACRC’s Executive Committee on behalf of the Board of Trustees hereby authorizes and designates any officer of NLACRC to finalize, execute and deliver the Contract on behalf of NLACRC, in such form as NLACRC’s legal counsel may advise, and on such further terms and conditions as such Officer may approve. The final terms of the Contract shall be conclusively evidenced by the execution of the Contract by such Officer. For purposes of this authorization, an “Officer” means NLACRC’s Executive Director, Chief Financial Officer, Chief Consumer and Community Services Officer, Chief Human Resources Officer, and no one else.

**Certification by Secretary:** I certify that: (1) I am the Secretary of the NLACRC; (2) the foregoing Resolution is a complete and accurate copy of the Resolution duly adopted by NLACRC’s Executive Committee on behalf of the Board of Trustees; (3) the Resolution is in full force and has not been revoked or changed in any way.

---

Lillian Martinez, Board Secretary

---

November 30, 2022

Date

## Master Contract Board Resolution Due to COVID-19 Outbreak

| No. | Description                                              | Contract Summary                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|-----|----------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1   | Contract Overview:<br>(New or Amendment)<br>(POS or OPS) | Revision to Master Board Resolution (COVID-19 related)<br>Amendment or New Contract<br>Purchase of Services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 2.  | The Name of Vendor<br>or Service Provider                | Various Service Providers with either a (1) negotiated rate; (2) DDS set rate; (3) Schedule of Maximum Allowance Rate (“SMA”); or (4) Usual & Customary Rate                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 3.  | The Purpose of the<br>Contract                           | <p>Welfare and Institutions Code (“WIC”), Section 4625.5(a) states that “The governing board of each regional center shall adopt and maintain a written policy requiring the board to review and approve any regional center contract of two hundred fifty thousand dollars (\$250,000) or more, before entering into the contract.</p> <p>Section 4625.5(b), states that “No regional center contract of two hundred fifty thousand dollars (\$250,000) or more shall be valid unless approved by the governing board of the regional center in compliance with its written policy pursuant to subdivision (a).</p> <p>Section 4625.5(c) states that “For purposes of this section, contracts do not include vendor approval letters issued by regional centers pursuant to Section 54322 of Title 17 of the California Code of Regulations.</p> <p>The Master Contract Board Resolution would provide NLACRC the ability to timely implement needed and/or new resources and services to support Consumers and families related to the COVID-19 outbreak and this Board Master Resolution would extend the current authorization period from December 31, 2022 through June 30, 2023.</p> <ul style="list-style-type: none"> <li>• Original Authorized Dates: March 26, 2020 through May 27, 2020</li> <li>• Revised Authorized Dates: Extend Board of Trustee authorization from May 27, 2020 through July 29, 2020</li> <li>• Revised Authorized Dates: Extend Board of Trustee authorization from July 29, 2020 through December 31, 2020</li> <li>• Revised Authorized Dates: Extend Board of Trustee authorization from December 31, 2020 through June 30, 2021</li> <li>• Revised Authorized Dates: Extend Board of Trustee authorization from June 30, 2021 through December 31, 2021</li> <li>• Revised Authorized Dates: Extend Board of Trustee authorization from December 31, 2021 through June 30, 2022</li> <li>• Revised Authorized Dates: Extend current Board of Trustee authorization from June 30, 2022 through December 31, 2022</li> <li>• <b>Revised Authorized Dates: Extend current Board of Trustee authorization from December 31, 2022 through June 30, 2023</b></li> </ul> |
| 4.  | The Contract Term                                        | Either a (i) contract term ranging from a few months to a five (5) year contract; or (ii) coterminous with an existing contract.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

|    |                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|----|------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 5. | The Total Amount of the Contract                                       | Fiscal Impact of each contract will vary by service provider depending upon the type of services provided, the contract term, the rate authorized, and the projected number of Consumers served.                                                                                                                                                                                                                                                                                                                                                                                              |
| 6. | The Rate of Payment or Payment Amount                                  | Payment will be reimbursed to service providers based on 1) the actual services authorized; 2) the actual services provided; and 3) the authorized rate.                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 7. | Method or Process Utilized to Award the Contract.                      | Service Provider will be vendored in accordance with vendorization requirements under statute and regulation.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 8. | Method or Process Utilized to Establish the Rate or the Payment Amount | Service Provider rate(s) will be established based on rate setting requirements under statute and regulation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 9. | Exceptional Conditions or Terms: Yes/No<br>If Yes, provide explanation | NLACRC is seeking authorization from the Board of Trustees to authorize any Officer of NLACRC to execute all service provider contracts when the contract is related to implementing services and supports to Consumers and their families needed as a result of the COVID-19 outbreak. This Master Board resolution would extend the authorized period from December 31, 2022 through June 30, 2023.<br><br>A summary of all service provider contracts executed during the period March 26, 2020 through June 30, 2023 will be provided to the Administrative Affairs Committee for review. |

The North Los Angeles County Regional Center’s (“NLACRC”) Administrative Affairs Committee reviewed and discussed the above Master Contract Board Resolution due to COVID-19 Outbreak which would authorize any Officer to execute all service provider contracts during the period of March 26, 2020 through June 30, 2023, when the contract is related to implementing services and supports to Consumers and their families needed as a result of the COVID-19 outbreak. The Administrative Affairs Committee is recommending an action of NLACRC’s Executive Committee on behalf of the Board of Trustees to **Approve** the Master Contract Board Resolution.

\_\_\_\_\_  
David Coe, Board Treasurer

\_\_\_\_\_  
November 30, 2022  
Date

## Master Contract Board Resolution Due to COVID-19 Outbreak

The North Los Angeles County Regional Center’s (“NLACRC”) Executive Committee on behalf of the Board of Trustees reviewed and discussed authorizing any Officer of the NLACRC to execute all service provider contracts during the period March 26, 2020 through June 30, 2023, when the contract is for the purpose of implementing services and supports to Consumers and their families as a result of the COVID-19 outbreak. The NLACRC’s Executive Committee on behalf of the Board of Trustees passed the following resolution:

**RESOLVED THAT**, in compliance with NLACRC’s Board of Trustees’ Contract Policy, the NLACRC’s Executive Committee on behalf of the Board of Trustees reviewed and discussed authorizing any Officer of the NLACRC to execute all service provider contracts during the period March 26, 2020 through June 30, 2023, when the contract is for the purpose of implementing services and supports to Consumers and their families as a result of the COVID-19 outbreak.

On **November 30, 2022** the NLACRC’s Executive Committee on behalf of the Board of Trustees hereby approves all such contracts when the contract is for the purpose of implementing services and supports to Consumers and their families as a result of the COVID-19 outbreak.

The NLACRC’s Executive Committee on behalf of the Board of Trustees hereby authorizes and designates any Officer of NLACRC to finalize, execute and deliver the Contract on behalf of NLACRC, in such form as NLACRC’s legal counsel may advise, and on such further terms and conditions as such Officer may approve. The final terms of the Contract shall be conclusively evidenced by the execution of the Contract by such Officer. For purposes of this authorization, an “Officer” means NLACRC’s Executive Director, Chief Consumer & Community Services Officer, Chief Financial Officer, Chief Human Resources Officer, or Chief Information Officer, and no one else.

**Certification by Secretary:** I certify that: (1) I am the Secretary of the NLACRC; (2) the foregoing Resolution is a complete and accurate copy of the Resolution duly adopted by NLACRC’s Executive Committee on behalf of the Board of Trustees; (3) the Resolution is in full force and has not been revoked or changed in any way.

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Lillian Martinez, Board Secretary

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November 30, 2022

Date

## Master Contract Board Resolution Due to COVID-19 Outbreak

| No. | Description                                              | Contract Summary                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|-----|----------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1   | Contract Overview:<br>(New or Amendment)<br>(POS or OPS) | Revision to Master Board Resolution (COVID-19 related)<br>Amendment or New Contract<br>Purchase of Services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 2.  | The Name of Vendor<br>or Service Provider                | Various Service Providers with either a (1) negotiated rate; (2) DDS set rate; (3) Schedule of Maximum Allowance Rate (“SMA”); or (4) Usual & Customary Rate                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 3.  | The Purpose of the<br>Contract                           | <p>Welfare and Institutions Code (“WIC”), Section 4625.5(a) states that “The governing board of each regional center shall adopt and maintain a written policy requiring the board to review and approve any regional center contract of two hundred fifty thousand dollars (\$250,000) or more, before entering into the contract.</p> <p>Section 4625.5(b), states that “No regional center contract of two hundred fifty thousand dollars (\$250,000) or more shall be valid unless approved by the governing board of the regional center in compliance with its written policy pursuant to subdivision (a).”</p> <p>Section 4625.5(c) states that “For purposes of this section, contracts do not include vendor approval letters issued by regional centers pursuant to Section 54322 of Title 17 of the California Code of Regulations”.</p> <p>The Master Contract Board Resolution would provide NLACRC the ability to quickly add a subcode to an existing contract in order to have the ability to track POS expenditures related to the COVID-19 outbreak, and this Board Master Resolution would extend the current authorization period from December 31, 2022 through June 30, 2023.</p> <ul style="list-style-type: none"> <li>• Original Authorized Dates: March 26, 2020 through May 27, 2020</li> <li>• Revised Authorized Dates: Extend Board of Trustee authorization from May 27, 2020 through December 31, 2020</li> <li>• Revised Authorized Dates: Extend Board of Trustee authorization from December 31, 2020 through June 30, 2021</li> <li>• Revised Authorized Dates: Extend Board of Trustee authorization from June 30, 2021 through December 31, 2021</li> <li>• Revised Authorized Dates: Extend current Board of Trustee authorization from December 31, 2021 through June 30, 2022</li> <li>• Revised Authorized Dates: Extend current Board of Trustee authorization from June 30, 2022 through December 31, 2022</li> <li>• <b>Revised Authorized Dates: Extend current Board of Trustee authorization from December 31, 2022 through June 30, 2023</b></li> </ul> |
| 4.  | The Contract Term                                        | Either a (i) contract term ranging from a few months to a five (5) year contract; or (ii) coterminous with an existing contract.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

|    |                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|----|------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 5. | The Total Amount of the Contract                                       | Fiscal Impact of each contract will vary by service provider depending upon the type of services provided, the contract term, the rate authorized, and the projected number of Consumers served.                                                                                                                                                                                                                                                                                                                                                                            |
| 6. | The Rate of Payment or Payment Amount                                  | Payment will be reimbursed to service providers based on 1) the actual services authorized; 2) the actual services provided; and 3) the authorized rate.                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 7. | Method or Process Utilized to Award the Contract.                      | Service Provider will be vended in accordance with vendorization requirements under statute and regulation.                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 8. | Method or Process Utilized to Establish the Rate or the Payment Amount | Service Provider rate(s) will be established based on rate setting requirements under statute and regulation                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 9. | Exceptional Conditions or Terms: Yes/No<br>If Yes, provide explanation | NLACRC is seeking authorization from the Board of Trustees to authorize any Officer of NLACRC to execute all service provider contracts when the contract is for the purpose of adding a subcode in order to track POS expenditures related to the COVID-19 outbreak. This Master Board resolution would extend the authorized period from December 31, 2022 through June 30, 2023.<br><br>A summary of all service provider contracts executed during the period March 26, 2020 through June 30, 2023 will be provided to the Administrative Affairs Committee for review. |

The North Los Angeles County Regional Center’s (“**NLACRC**”) Administrative Affairs Committee reviewed and discussed the above Master Contract Board Resolution due to COVID-19 Outbreak which would authorize any Officer to execute all service provider contracts during the period of March 26, 2020 through June 30, 2023, when the contract is for the purpose of adding a subcode in order to track POS expenditures related to the COVID-19 outbreak. The Administrative Affairs Committee is recommending an action of NLACRC’s Executive Committee on behalf of the Board of Trustees to **Approve** the Master Contract Board Resolution.

\_\_\_\_\_  
David Coe, Board Treasurer

November 30, 2022  
\_\_\_\_\_  
Date

## Master Contract Board Resolution Due to COVID-19 Outbreak

The North Los Angeles County Regional Center’s (“NLACRC”) Executive Committee on behalf of the Board of Trustees reviewed and discussed authorizing any Officer of the NLACRC to execute all service provider contracts during the period March 26, 2020 through June 30, 2023 when the purpose of the contract is to add a subcode in order to track POS expenditures related to the COVID-19 outbreak. The NLACRC’s Executive Committee on behalf of the Board of Trustees passed the following resolution:

**RESOLVED THAT**, in compliance with NLACRC’s Board of Trustees’ Contract Policy, the NLACRC’s Executive Committee on behalf of the Board of Trustees reviewed and discussed authorizing any Officer of the NLACRC to execute all service provider contracts during the period March 26, 2020 through June 30, 2023 when the purpose of the contract is to add a subcode in order to track POS expenditures related to the COVID-19 outbreak.

On **November 30, 2022** the NLACRC’s Executive Committee on behalf of the Board of Trustees hereby approves all such contracts when the purpose of the contract is to add a subcode in order to track POS expenditures related to the COVID-19 outbreak.

The NLACRC’s Executive Committee on behalf of the Board of Trustees hereby authorizes and designates any Officer of NLACRC to finalize, execute and deliver the Contract on behalf of NLACRC, in such form as NLACRC’s legal counsel may advise, and on such further terms and conditions as such Officer may approve. The final terms of the Contract shall be conclusively evidenced by the execution of the Contract by such Officer. For purposes of this authorization, an “Officer” means NLACRC’s Executive Director, Chief Consumer & Community Services Officer, Chief Financial Officer, Chief Human Resources Officer, or Chief Information Officer, and no one else.

**Certification by Secretary:** I certify that: (1) I am the Secretary of the NLACRC; (2) the foregoing Resolution is a complete and accurate copy of the Resolution duly adopted by NLACRC’s Executive Committee on behalf of the Board of Trustees; (3) the Resolution is in full force and has not been revoked or changed in any way.

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Lillian Martinez, Board Secretary

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November 30, 2022

Date

## Master Contract Summary and Board Resolution re: Tailored Day Services

| No. | Description                                                                   | Contract Summary                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|-----|-------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.  | <b>Contract Overview:<br/>(New or Amendment) (POS or OPS)</b>                 | Amendment or New Contract<br>Purchase of Services (POS)                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 2.  | <b>The Name of Vendor or Service Provider</b>                                 | Various Day Program (service code 055, 505, 510, 515, 520), Supported Employment (service code 950/952), or Work Activity Program (service code 954) service providers which add a Tailored Day Services service delivery method to their existing program per WIC, 4688.21                                                                                                                                                                                                                                           |
| 3.  | <b>The Purpose of the Contract</b>                                            | WIC, 4688.21 was amended effective June 30, 2022 per SB 188 to increase opportunities for customized day services, which allow for the IPP process to determine and develop service delivery that it is for fewer days or hours than the existing program design with flexibility in the duration, location, and intensity of services to meet the consumer's individualized needs and prioritize the development of competitive, integrated employment, volunteer activities, or pursuit of postsecondary education. |
| 4.  | <b>The Contract Term</b>                                                      | Either a (i) new contract with a term of up to five (5) years; or (ii) an amendment that is coterminous with an existing contract.                                                                                                                                                                                                                                                                                                                                                                                    |
| 5.  | <b>The Total Amount of the Contract</b>                                       | Fiscal impact of the contract will vary by service provider depending upon the type of services provided, the contract term, and the projected number of Consumers served.<br><br>Reimbursement rate, per WIC, 4688.21(b)(4), effective July 1, 2022, the hourly rate is \$26.25 (Community-based day program, community only 1:2 ratio rate model) x 2 x .8 = \$42.00/hour.                                                                                                                                          |
| 6.  | <b>The Rate of Payment or Payment Amount</b>                                  | Payment will be reimbursed to service providers based on 1) the actual services authorized; 2) the actual services provided; and 3) the authorized (statutory) \$42.00 per hour rate.                                                                                                                                                                                                                                                                                                                                 |
| 7.  | <b>Method or Process Utilized to Award the Contract.</b>                      | Based on vendorization requirements under statute and regulation.                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 8.  | <b>Method or Process Utilized to Establish the Rate or the Payment Amount</b> | Based on vendorization requirements under statute and regulation.                                                                                                                                                                                                                                                                                                                                                                                                                                                     |



|    |                                                                                |                                                                                                                                                                          |
|----|--------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 9. | <b>Exceptional Conditions or Terms: Yes/No<br/>If Yes, provide explanation</b> | A summary of all service provider agreement for the purpose of adding a tailored day service option will be provided to the Administrative Affairs Committee for review. |
|----|--------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

The North Los Angeles County Regional Center’s (“**NLACRC**”) Administrative Affairs Committee reviewed and discussed the above Master Board Resolution for service provider Agreements when the agreement is for the purpose of adding a tailored day service option. The Administrative Affairs Committee is recommending an action of the NLACRC’s Executive Committee on behalf of the Board of Trustees to **Approve** the Master Board Resolution.

\_\_\_\_\_  
David Coe, Board Treasurer

November 30, 2022  
\_\_\_\_\_  
Date

## **Contract Summary and Board Resolution**

The North Los Angeles County Regional Center’s (“**NLACRC**”) Executive Committee on behalf of the Board of Trustees reviewed and discussed authorizing any Officer of the NLACRC to execute all service provider contracts or amendments (“**Agreements**”), when the purpose of the Agreement is limited to adding a tailored day service option. The NLACRC Executive Committee on behalf of the Board of Trustees passed the following resolution:

**RESOLVED THAT** in compliance with NLACRC’s Board of Trustees Contract Policy, the NLACRC Executive Committee on behalf of the Board of Trustees has reviewed and discussed authorizing any Officer of the NLACRC to execute all service provider Agreements when the Agreement is to add a tailored day service option.

On **November 30, 2022** the NLACRC Executive Committee on behalf of the Board of Trustees hereby approves all service provider Agreements when the Agreement is to add a tailored day service option.

NLACRC’s Executive Committee on behalf of the Board of Trustees hereby authorizes and designates any officer of NLACRC to finalize, execute and deliver the Contract on behalf of NLACRC, in such form as NLACRC’s legal counsel may advise, and on such further terms and conditions as such Officer may approve. The final terms of the Contract shall be conclusively evidenced by the execution of the Contract by such Officer. For purposes of this authorization, an “Officer” means NLACRC’s Executive Director, Chief Consumer & Community Services Officer, Chief Financial Officer, Chief Human Resources Officer, or Chief Information Officer, and no one else.

**Certification by Secretary:** I certify that: (1) I am the Secretary of the NLACRC; (2) the foregoing Resolution is a complete and accurate copy of the Resolution duly adopted by NLACRC’s Executive Committee on behalf of the Board of Trustees; (3) the Resolution is in full force and has not been revoked or changed in any way.

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Lillian Martinez, Board Secretary

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November 30, 2022  
Date

## Master Contract Summary and Board Resolution

| No. | Description                                                                        | Contract Summary                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|-----|------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.  | <b>Contract Overview:<br/>(New or Amendment) (POS or OPS)</b>                      | Master Board Resolution - Operations<br>New Agreements, Change Orders and/or<br>Amendments                                                                                                                                                                                                                                                                                                                                                           |
| 2.  | <b>The Name of Vendor or Service Provider</b>                                      | Various                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 3.  | <b>The Purpose of the Contract</b>                                                 | Various contracts related to the expansion of NLACRC's office space located at 25360 Magic Mountain Parkway, <b>Santa Clarita</b> , CA 91355 during the period November 30, 2022 through conclusion of the project (" <b>Expansion Project</b> "). The vendor services for which NLACRC is negotiating agreements include, but are not limited to, cabling, security, furniture, audio visual, installation of IT equipment, relocation/moving, etc. |
| 4.  | <b>The Contract Term</b>                                                           | Various                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 5.  | <b>The Total Amount of the Contract</b>                                            | Projected annual cost "to be determined" upon completion of contract                                                                                                                                                                                                                                                                                                                                                                                 |
| 6.  | <b>The Total Proposed Number of Consumers Served</b>                               | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 7.  | <b>The Rate of Payment or Payment Amount</b>                                       | Usual and customary rate                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 8.  | <b>Method or Process Utilized to Award the Contract.</b>                           | RFP and quotes process conducted by project manager, Cushman & Wakefield                                                                                                                                                                                                                                                                                                                                                                             |
| 9.  | <b>Method or Process Utilized to Establish the Rate or the Payment Amount</b>      | Usual and customary rate based on the contractor's bid package                                                                                                                                                                                                                                                                                                                                                                                       |
| 10. | <b>Exceptional Conditions or Terms:<br/>Yes/No<br/>If Yes, provide explanation</b> | No                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

The North Los Angeles County Regional Center's ("NLACRC") Administrative Affairs Committee reviewed and discussed the above Master Contract Board Resolution which would authorize an Officer to execute all vendor contracts during the period November 30, 2022 through completion of the Expansion Project, when the contract is for expansion of the office space located in Santa Clarita, CA. The Administrative Affairs Committee is recommending an action of the Board of Trustees to Approve the Master Contract Board Resolution.

\_\_\_\_\_  
David Coe, Board Treasurer

\_\_\_\_\_  
November 30, 2022

\_\_\_\_\_  
Date

## Contract Summary and Board Resolution

NLACRC is in the process of expanding its office space located at 25360 Magic Mountain Parkway, **Santa Clarita, CA 91355** (“Expansion Project”). NLACRC is actively negotiating Agreements with vendors associated with the Expansion Project that are either in excess of \$250,000 or are anticipated to be in excess of \$250,000. The vendor services for which NLACRC is negotiating Agreements, Change Orders, or Amendments include, but are not limited to, cabling, security, furniture, audio visual, installation of IT equipment, etc. NLACRC’s Board of Trustees policy requires that all contracts in excess of \$250,000 be approved by NLACRC’s Board of Trustees pursuant to WIC, section 4625.50.

During the period of November 30, 2022 through conclusion of the Expansion Project, there is a need to expeditiously execute Agreements, Change Orders, and/or Amendments. The current timing of Board of Trustee meetings and Executive Committee meetings are not frequent enough to meet the timelines needed to execute Agreements, Change Orders, and/or Amendments necessary to complete construction activities by established timelines. NLACRC is seeking authorization from the Board of Trustees to authorize any Officer of NLACRC to execute Agreement, Change Orders, and/or Amendments with vendors associated with NLACRC’s Expansion Project.

A summary of all Agreements, Change Orders, and/or Amendments executed by a NLACRC Officer, during the period of November 30, 2022 through the conclusion of the Expansion Project, will be provided to the Administrative Affairs Committee for review.

The NLACRC Board of Trustees reviewed and discussed the request to authorize any Officer of NLACRC to execute Agreements, Change Orders, and/or Amendments for vendors related to NLACRC’s Expansion Project from November 30, 2022 through the conclusion of the Expansion Project and passed the following resolution:

**RESOLVED THAT** in compliance with NLACRC’s Board of Trustees Contract Policy, on **November 30, 2022**, the NLACRC’s Board of Trustees reviewed and discussed the request to authorize any Officer of NLACRC to execute Agreements, Change Orders, and/or Amendments, and/or Agreements related to NLACRC’s Expansion Project at the Santa Clarita office during the period November 30, 2022 through the conclusion of the Expansion Project. The Board of Trustees hereby authorizes and designates any Officer of NLACRC to finalize, execute and deliver Agreements, Change Orders, and/or Amendments on behalf of NLACRC, in such form as NLACRC’s legal counsel may advise, and on such further terms and conditions as such Officer may approve. The final terms of the Change Orders, Amendments, and/or Agreements shall be conclusively evidenced by the execution of the Change Orders, Amendments, and/or Agreements by such Officer. For purposes of this authorization, an “Officer” means NLACRC’s Executive Director, Chief Financial Officer, Chief Consumer and Community Services Officer, or Chief Human Resources Officer, and no one else.

**Certification by Secretary:** I certify that: (1) I am the Secretary of the NLACRC; (2) the foregoing Resolution is a complete and accurate copy of the Resolution duly adopted by NLACRC’s Executive Committee on behalf of the Board of Trustees; (3) the Resolution is in full force and has not been revoked or changed in any way.

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Lillian Martinez, Board Secretary

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November 30, 2022

Date

## Master Contract Summary and Board Resolution

| No. | Description                                                                        | Contract Summary                                                                                                                                                                                                                                                                                                                                                                                                                         |
|-----|------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.  | <b>Contract Overview:<br/>(New or Amendment) (POS or OPS)</b>                      | Master Board Resolution - Operations<br>New Agreements, Change Orders and/or<br>Amendments                                                                                                                                                                                                                                                                                                                                               |
| 2.  | <b>The Name of Vendor or Service Provider</b>                                      | Various                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 3.  | <b>The Purpose of the Contract</b>                                                 | Various contracts related to the expansion of NLACRC's office space located at 9200 Oakdale Avenue, <b>Chatsworth</b> , CA 91311 during the period November 30, 2022 through conclusion of the project (" <b>Expansion Project</b> "). The vendor services for which NLACRC is negotiating agreements include, but are not limited to, cabling, security, furniture, audio visual, installation of IT equipment, relocation/moving, etc. |
| 4.  | <b>The Contract Term</b>                                                           | Various                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 5.  | <b>The Total Amount of the Contract</b>                                            | Projected annual cost "to be determined" upon completion of contract                                                                                                                                                                                                                                                                                                                                                                     |
| 6.  | <b>The Total Proposed Number of Consumers Served</b>                               | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 7.  | <b>The Rate of Payment or Payment Amount</b>                                       | Usual and customary rate                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 8.  | <b>Method or Process Utilized to Award the Contract.</b>                           | RFP and quotes process conducted by project manager, Cushman & Wakefield                                                                                                                                                                                                                                                                                                                                                                 |
| 9.  | <b>Method or Process Utilized to Establish the Rate or the Payment Amount</b>      | Usual and customary rate based on the contractor's bid package                                                                                                                                                                                                                                                                                                                                                                           |
| 10. | <b>Exceptional Conditions or Terms:<br/>Yes/No<br/>If Yes, provide explanation</b> | No                                                                                                                                                                                                                                                                                                                                                                                                                                       |

The North Los Angeles County Regional Center's ("NLACRC") Administrative Affairs Committee reviewed and discussed the above Master Contract Board Resolution which would authorize an Officer to execute all vendor contracts during the period November 30, 2022 through completion of the Expansion Project, when the contract is for expansion of the office space located in Chatsworth, CA. The Administrative Affairs Committee is recommending an action of the Board of Trustees to Approve the Master Contract Board Resolution.

\_\_\_\_\_  
David Coe, Board Treasurer

November 30, 2022

\_\_\_\_\_  
Date

## Contract Summary and Board Resolution

NLACRC is in the process of expanding its office space located at 9200 Oakdale Avenue, Chatsworth, CA 91311 (“Expansion Project”). NLACRC is actively negotiating Agreements with vendors associated with the Expansion Project that are either in excess of \$250,000 or are anticipated to be in excess of \$250,000. The vendor services for which NLACRC is negotiating Agreements, Change Orders, or Amendments include, but are not limited to, cabling, security, furniture, audio visual, installation of IT equipment, etc. NLACRC’s Board of Trustees policy requires that all contracts in excess of \$250,000 be approved by NLACRC’s Board of Trustees pursuant to WIC, section 4625.50.

During the period of November 30, 2022 through conclusion of the Expansion Project, there is a need to expeditiously execute Agreements, Change Orders, and/or Amendments. The current timing of Board of Trustee meetings and Executive Committee meetings are not frequent enough to meet the timelines needed to execute Agreements, Change Orders, and/or Amendments necessary to complete construction activities by established timelines. NLACRC is seeking authorization from the Board of Trustees to authorize any Officer of NLACRC to execute Agreement, Change Orders, and/or Amendments with vendors associated with NLACRC’s Expansion Project.

A summary of all Agreements, Change Orders, and/or Amendments executed by a NLACRC Officer, during the period of November 30, 2022 through the conclusion of the Expansion Project, will be provided to the Administrative Affairs Committee for review.

The NLACRC Board of Trustees reviewed and discussed the request to authorize any Officer of NLACRC to execute Agreements, Change Orders, and/or Amendments for vendors related to NLACRC’s Expansion Project from November 30, 2022 through the conclusion of the Expansion Project and passed the following resolution:

**RESOLVED THAT** in compliance with NLACRC’s Board of Trustees Contract Policy, on **November 30, 2022**, the NLACRC’s Board of Trustees reviewed and discussed the request to authorize any Officer of NLACRC to execute Agreements, Change Orders, and/or Amendments, and/or Agreements related to NLACRC’s Expansion Project at the Chatsworth office during the period November 30, 2022 through the conclusion of the Expansion Project. The Board of Trustees hereby authorizes and designates any Officer of NLACRC to finalize, execute and deliver Agreements, Change Orders, and/or Amendments on behalf of NLACRC, in such form as NLACRC’s legal counsel may advise, and on such further terms and conditions as such Officer may approve. The final terms of the Change Orders, Amendments, and/or Agreements shall be conclusively evidenced by the execution of the Change Orders, Amendments, and/or Agreements by such Officer. For purposes of this authorization, an “Officer” means NLACRC’s Executive Director, Chief Financial Officer, Chief Consumer and Community Services Officer, or Chief Human Resources Officer, and no one else.

**Certification by Secretary:** I certify that: (1) I am the Secretary of the NLACRC; (2) the foregoing Resolution is a complete and accurate copy of the Resolution duly adopted by NLACRC’s Executive Committee on behalf of the Board of Trustees; (3) the Resolution is in full force and has not been revoked or changed in any way.

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Lillian Martinez, Board Secretary

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November 30, 2022

Date

## Master Contract Summary and Board Resolution

| No. | Description                                                                        | Contract Summary                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|-----|------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.  | <b>Contract Overview:<br/>(New or Amendment) (POS or OPS)</b>                      | Master Board Resolution - Operations<br>New Agreements, Change Orders and/or<br>Amendments                                                                                                                                                                                                                                                                                                                                                           |
| 2.  | <b>The Name of Vendor or Service Provider</b>                                      | Various                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 3.  | <b>The Purpose of the Contract</b>                                                 | Various contracts related to the reconfiguration of NLACRC’s office space located at 9200 Oakdale Avenue, <b>Chatsworth</b> , CA 91311 during the period November 30, 2022 through conclusion of the project (“ <b>Reconfiguration Project</b> ”). The vendor services for which NLACRC is negotiating agreements include, but are not limited to, cabling, security, furniture, audio visual, installation of IT equipment, relocation/moving, etc. |
| 4.  | <b>The Contract Term</b>                                                           | Various                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 5.  | <b>The Total Amount of the Contract</b>                                            | Projected annual cost “to be determined” upon completion of contract                                                                                                                                                                                                                                                                                                                                                                                 |
| 6.  | <b>The Total Proposed Number of Consumers Served</b>                               | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 7.  | <b>The Rate of Payment or Payment Amount</b>                                       | Usual and customary rate                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 8.  | <b>Method or Process Utilized to Award the Contract.</b>                           | RFP and quotes process conducted by project manager, Cushman & Wakefield                                                                                                                                                                                                                                                                                                                                                                             |
| 9.  | <b>Method or Process Utilized to Establish the Rate or the Payment Amount</b>      | Usual and customary rate based on the contractor’s bid package                                                                                                                                                                                                                                                                                                                                                                                       |
| 10. | <b>Exceptional Conditions or Terms:<br/>Yes/No<br/>If Yes, provide explanation</b> | No                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

The North Los Angeles County Regional Center’s (“NLACRC”) Administrative Affairs Committee reviewed and discussed the above Master Contract Board Resolution which would authorize an Officer to execute all vendor contracts during the period November 30, 2022 through completion of the Reconfiguration Project, when the contract is for reconfiguration of the office space located in Chatsworth, CA. The Administrative Affairs Committee is recommending an action of the Board of Trustees to Approve the Master Contract Board Resolution.

|                            |                           |
|----------------------------|---------------------------|
| David Coe, Board Treasurer | November 30, 2022<br>Date |
|----------------------------|---------------------------|

## **Contract Summary and Board Resolution**

NLACRC is in the process of reconfiguring its office space located at 9200 Oakdale Avenue, Chatsworth, CA 91311 (“Reconfiguration Project”). NLACRC is actively negotiating Agreements with vendors associated with the Reconfiguration Project that are either in excess of \$250,000 or are anticipated to be in excess of \$250,000. The vendor services for which NLACRC is negotiating Agreements, Change Orders, or Amendments include, but are not limited to, cabling, security, furniture, audio visual, installation of IT equipment, etc. NLACRC’s Board of Trustees policy requires that all contracts in excess of \$250,000 be approved by NLACRC’s Board of Trustees pursuant to WIC, section 4625.50.

During the period of November 30, 2022 through conclusion of the Reconfiguration Project, there is a need to expeditiously execute Agreements, Change Orders, and/or Amendments. The current timing of Board of Trustee meetings and Executive Committee meetings are not frequent enough to meet the timelines needed to execute Agreements, Change Orders, and/or Amendments necessary to complete construction activities by established timelines. NLACRC is seeking authorization from the Board of Trustees to authorize any Officer of NLACRC to execute Agreement, Change Orders, and/or Amendments with vendors associated with NLACRC’s Reconfiguration Project.

A summary of all Agreements, Change Orders, and/or Amendments executed by a NLACRC Officer, during the period of November 30, 2022 through the conclusion of the Reconfiguration Project, will be provided to the Administrative Affairs Committee for review.

The NLACRC Board of Trustees reviewed and discussed the request to authorize any Officer of NLACRC to execute Agreements, Change Orders, and/or Amendments for vendors related to NLACRC’s Reconfiguration Project from November 30, 2022 through the conclusion of the Reconfiguration Project and passed the following resolution:

**RESOLVED THAT** in compliance with NLACRC’s Board of Trustees Contract Policy, on **November 30, 2022**, the NLACRC’s Board of Trustees reviewed and discussed the request to authorize any Officer of NLACRC to execute Agreements, Change Orders, and/or Amendments, and/or Agreements related to NLACRC’s Reconfiguration Project at the Chatsworth office during the period November 30, 2022 through the conclusion of the Reconfiguration Project. The Board of Trustees hereby authorizes and designates any Officer of NLACRC to finalize, execute and deliver Agreements, Change Orders, and/or Amendments on behalf of NLACRC, in such form as NLACRC’s legal counsel may advise, and on such further terms and conditions as such Officer may approve. The final terms of the Change Orders, Amendments, and/or Agreements shall be conclusively evidenced by the execution of the Change Orders, Amendments, and/or Agreements by such Officer. For purposes of this authorization, an “Officer” means NLACRC’s Executive Director, Chief Financial Officer, Chief Consumer and Community Services Officer, or Chief Human Resources Officer, and no one else.

**Certification by Secretary:** I certify that: (1) I am the Secretary of the NLACRC; (2) the foregoing Resolution is a complete and accurate copy of the Resolution duly adopted by NLACRC’s Executive Committee on behalf of the Board of Trustees; (3) the Resolution is in full force and has not been revoked or changed in any way.

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Lillian Martinez, Board Secretary

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November 30, 2022

Date





# North Los Angeles County Regional Center

Main 818-778-1900 • Fax 818-756-6140 | 9200 Oakdale Avenue #100, Chatsworth, CA 91311 [www.nlacrc.org](http://www.nlacrc.org)

## Board Resolution

The following resolution was adopted at a meeting of the North Los Angeles County Regional Center, Inc., Board of Trustees Executive Committee held on the 30<sup>th</sup> day of November 2022, in accordance with the laws and by-laws of the above organization.

**RESOLVED**, that a Current Account (“Account”) be opened with Citibank N.A. (“Citibank”) in the name of the North Los Angeles County Regional Center (“Regional Center”) to be utilized solely in connection with the Regional Center’s PPO Dental Plan administered by CIGNA Corporation (“CIGNA”).

**RESOLVED**, that the Executive Director, Chief Financial Officer and Chief Human Resources Officer are each individually authorized to open and operate the Account with Citibank.

**RESOLVED**, that the Executive Director, Chief Financial Officer and Chief Human Resources Officer are each individually authorized to provide instructions with respect to the Account for transactions and activities related to the Regional Center’s PPO Dental Plan administered by CIGNA.

**RESOLVED**, that CIGNA shall have the authority to take any actions with respect to the Account to the same extent as if CIGNA were the beneficial and legal owner of the Account. Such actions shall include the authority to debit the Account for the payment of claims made against the Regional Center’s PPO Dental Plan administered by CIGNA.

**Certification by Secretary:** I certify that (1) I am the Secretary of the North Los Angeles County Regional Center; and (2) that foregoing Resolution is a complete and accurate copy of the resolution duly adopted by the North Los Angeles County Regional Center’s Board of Trustees; and (3) the Resolution is in full force and has not been revoked or changed in any way.

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Lillian Martinez, Board Secretary

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Date

North Los Angeles County Regional Center  
**Nominating Committee Redacted Meeting Minutes**

November 14, 2022

**Present:** Ana Quiles, Lillian Martinez, Suad Bisogno, David Coe– **Committee Members**  
Lizeth Chavez, Lilliana Windover – **Staff Members**  
Jasmine Barrios -Minutes Services - **Guest**

**Absent:** Jennifer Koster

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**I. Call to Order**

Lillian Martinez called the meeting to order at 5:30 pm.

**II. Consent Items**

A. Approval of Agenda

Under Committee Business, Item A1: Review DDS Composition Survey, Item A2: Solicit Interest for Areas not Met, Item A7: Thank- You Letter and Item A8: Membership Consideration Presented to Board, were all added to the agenda.

**M/S/C** (A. Quiles/D. Coe) To approve the Agenda as Revised

B. Approval of Minutes and Redacted Minutes of the October 5<sup>th</sup> Meeting

**M/S/C** (A. Quiles/D. Coe) To approve the Minutes as presented

**III. Committee Business**

A. Board of Trustees Membership Process

1. Review DDS Composition Survey

Liz reviewed the updated DDS Board Composition Survey breakdown. Board Members #1 and Board Members #2 have both resigned from the Board, Board Members #3 will not be seeking re-nomination to the Board in June. Based on these instances, an individual-served will be the only composition need for FY2023-24.

Suad knows a consumer who may be interested, Liz directed interested party to submit an application for consideration. Liz stated that there are no current applications submitted.

2. Solicit Interest for Areas not Met

i. Recruitment Notice and Solicitation Process

Liz shared that this Notice has been shared on the NLA homepage and will be featured weekly in News You Can Use.

The creation of a recruitment video, featuring a Board Member, that was discussed in a previous meeting, has been temporarily put on hold. Liz was working with Robert Dhondrup on this project, prior to his departure from NLA. She will be reviewing this information with Ruth Janka to determine next steps. David Coe agreed to be featured in the video and Liz will reach out to him once more information is available.

Other methods of recruitment include: flyers, social media, and the newspaper. Suad suggested NLA share recruitment information on LinkedIn.

3. Receive and Review Applications

Liz reviewed the application as presented in the packet. Once the application deadline passes, applications are sent to the Nominating Committee for Interview selections. Lillian suggested a list of current NLA Vendors be provided to parties interested in the VAC. It was noted that the list of vendors would be too exhaustive to list on the application. However, applicants will be screened to ensure that there are no Conflicts of Interest. It was noted that all application documents are provided on a fillable PDF.

4. Compile Board and VAC Applications for Consideration Spreadsheet

This spreadsheet was revised to include new categories based on DDS Composition. The spreadsheet is made available to the Nominating Committee each January for consideration.

5. Conduct Interviews

The Nominating Committee conducts interviews with applicants and makes the determination to decline the applicant, or to send the applicant's information for approval from the Board of Trustees.

6. Thank You - Interest Letter Provided

- i. If accepted, Self-Introduction Form for Board and Boardmanship Manual provided

The Self-Introduction would help the Board Members make a determination on approval, as they do not have interviews with the applicants. Ana suggested a template for the self-introduction to include the applicants' name, basic demographics, but most importantly, their reasoning for wanting to join the NLA Board.

There were no changes to the Boardmanship Manual from what was last approved by the Committee

7. Membership consideration presented to Board for vote

The Board will review the applicants' self-introduction form and vote at the Board Meeting to approve the new slate of candidates.

8. Welcome Letter

A welcome letter will be sent to all new Board Members with pertinent contact information. This was reviewed as presented in the packet.

9. New Board Member Orientation

- i. New Member Orientation Binder
- ii. Boardsmanship Manual

These items were reviewed as presented in the packet. There have been no revisions to these documents other than staffing updates.

10. Committee Assignment

Current practice is for the Board President to assign new Board Members to join a committee based on interest and availability. This is commonly either the Consumer Services Committee or the Community and Government Relations Committees. David suggested that Committee assignments be more balanced, reflecting a mix of seasoned and new Board Members, varying by expertise, experience, commitment and interest. (Example: a new Board Member who has a career in the financial industry, may be a great benefit to the Administrative Affairs Committee).

The Committee agreed to determine Committee assignments based on interest, skills and how the member can be advantageous to the Committee.

This issue will be revisited at a future Nominating Committee Meeting for further discussion.

**M/S/C** (A. Quiles/L. Martinez) To add information during the selection of applicants, pertaining to a list and description/goals of each Committee for new members to review and determine their preference. Preferences will be taken into consideration for Committee Assignment by the Nominating Committee. The information will also be sent to current Board Members in 2023.

11. Scheduled Board Trainings

This item was reviewed as presented in the packet. Once the new Board Members go through Committee Orientation, they will attend the listed Board Trainings.

**IV. Action Item Review**

- A. Get information on support and resources required for the Recruitment video (Liz)
- B. Create a template for Self-Introduction to Board (Liz)
- C. Reach out to the Public Information team for information on LinkedIn (Liz)

## V. Board Meeting Agenda Items

The following items were identified for the Committee's section of the next Board Meeting agenda:

- A. Minutes of the November 14<sup>th</sup> Meeting

## VI. Announcements / Information

- A. Next Meeting: January 4<sup>th</sup>, 2023 at 5:30 pm.

It was noted that David Coe's absence at the Nominating Committee will stand due to the fact that the Committee had an agenda meeting that was decided on by the Committee prior to the date. Any meeting scheduled and agreed upon by a quorum of the Committee will have an Agenda and will count for attendance record.

## VII. Adjournment

Lillian Martinez, Committee Chair adjourned the meeting at 6:16 pm.

Submitted by:

(\*) *Lizeth Chavez*

Executive Administrative Assistant

*(\*) The majority of these minutes are taken from the Minutes Service submission and reviewed/edited as presented herein by NLACRC staff.*

North Los Angeles County Regional Center  
**Vendor Advisory Committee Meeting Minutes**

November 3, 2022

**Present:** Suad Bisogno (Chair), Alex Kopilevich, Andrea Devers, Bob Erio, Dana Kalek, Daniel Ortiz, Don Lucas, Erica Beall, Jodie Agnew-Navarro, Kevin Shields, Kimberly Bermudez, Lisa Williamsen, Nick Vokotic, Cal Enriquez, Rosalyn Daggs–  
**Committee Members**

Maddy Gonzalez, Lilliana Windover, Vini Montague, Gabriela Eshrati, Arshalous Garlanian, Venus Rodriguez, – **Staff Members**

Michelle Heid, Victoria Berrey and Teresa Quarry– Family Focus Resource Center, Dolly Sharma -Minutes Services, Lucy Paz - Interpreter, and approximately 112 Service Providers- **Guests**

**Absent:** Catherine Carpenter

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**I. Call to Order & Introductions**

Suad Bisogno called the meeting to order at 9:34 am.  
Liliana Windover took attendance; a quorum was met.

**II. Public Input**

Jodie Agnew-Navarro announced that the CalTash Conference will take place in Los Angeles March 3<sup>rd</sup> and 4<sup>th</sup>, 2023. Calls for proposals will be open until November 19, 2022. Vendor and exhibitor proposals are currently open for this event.

Theresa Quarry from Family Resource Center shared that there were over 900 participants at the Resource Fair on October 16<sup>th</sup>, 2022. She thanked the Vendors for their help on the success of this event. There are plans being made for the 2023 calendar and more event information will be shared.

Kevin Shields shared that he has worked with NLA for over 25 years. He has recently started a consulting firm for those who need assistance with changes related to 055, returning to Traditional Services, converting to digital files, etc. He is available to help provide trainings, slideshows or other resources.

Jessica Gould, is a legislative consultant with who works with the engaging the community to the legislative system. She shared the Gould Consulting flyer with the Committee

**III. Consent Items**

A. Approval of Agenda

**M/S/C** (K. Bermudez/D. Kalek) To approve the agenda as presented

B. Approval of Minutes of October 6<sup>th</sup> Meeting

**M/S/C** (A. Devers/A. Kopilevich) To approve Meeting Minutes for the October 6<sup>th</sup> meeting as presented

**IV. Executive Director's Report** – Suad Bisogno for Ruth Janka

Suad reviewed items in the report on behalf of Ruth Janka as presented in the packet. Highlights include:

Outreach Language Specialists

Two Outreach Language Specialists (Tagalog and Farsi) have joined the Center, Kristin Mosteiro (OLS-Tagalog) and Nahid Abouzar (OLS – Farsi). Both positions are organized within the Diversity Equity Inclusion unit, report to Dr. Fernandez and will support both the Center's Language Access and Cultural Competency Plan as well as local grassroots outreach in the community.

Director of Consumer Services – Adult and Transition Services

While the Center recruits for this Director position, Consumer Services Managers Donna Rentsch and Emmanuel Gutierrez are providing support and direction to the SFV Adult and Transition teams.

Staffing Statistics

Effective September 30, 2022, the Center has 726 positions authorized, 6 positions on hold, 98 vacant positions (52 are service coordinator positions), 608 positions filled. Annualized turnover rate is 0.23%.

Staff Training – Consumer Housing Options

Generic Resource Housing Options Training was conducted by Jessica Gould, of Gould Consulting, for Case Management Supervisors on Monday, Oct 3rd and a similar training will be provided at the Consumer Advisory Committee's November meeting (November 3rd at 3:00 pm).

Transportation Services - Driver Shortage

Keolis, NLACRC's vendored transportation service provider, is experiencing a shortage of drivers which is impacting the provider's ability to return individuals to in-person day programs. NLACRC is meeting with R&D Transportation, the transportation broker, to discuss routes and day program transportation needs.

Cultural Competency Training

The second quarter training is "LGBTQ+ Best Practices"; and was held on October 27th for all staff. The focus of this training was familiarity with LGBTQ+ history, language and terminology, increased knowledge and understanding of LGBTQ+ identities and differences, and best practices for creating safe, supportive spaces and environments.

### Little Hoover Commission

The Little Hoover Commission is an independent state oversight agency that investigates state government operations and policy and makes recommendations to improve efficiency and services in state operations. The Little Hoover Commission is currently investigating the Developmental Disabilities Service System and ways to make the system better. The commission held its first hearing in this investigation on October 13<sup>th</sup> and will hold its second hearing on November 10<sup>th</sup>. Testimony in the first hearing included challenges in the Self Determination Program, differences in regional centers and accessing services, and funding issues.

### Incentive Payments – Employment Capacity

The goal of this incentive is to increase the number of service provider employees who are certified as trained employment specialists through the Association of Community Rehabilitation Educators (ACRE) Basic Employment Services, ACRE Basic Customized Employment Services, or as Certified Employment Support Professionals (CESP)

Service providers are eligible to receive:

\$1,900 for each employee who becomes certified or re-certified in ACRE Basic Employment Services or ACRE Basic Customized Employment Services. \$550 for the service provider for each employee who becomes certified in CESP training. \$300 for the service provider for each employee who becomes re-certified in CESP.

## **V. Chief Financial Officer’s Report – Vini Montague**

Vini reported that as of September 30<sup>th</sup>, 2022, the D1 Allocation was 882.1 million dollars, expenditures were 60.8 million dollars, YTD 158.6 million dollars and annual expenditure projection is 882.1 million dollars.

The final opportunity to bill for services provided in FY 2020-21 will be February 6, 2023.

Beginning in January 2023, NLA will be returning to 1 POS check- run per month, Weekly check runs are being made for the Self-Determination Program as required by DDS.

Alternative Service Delivery is ending December 31<sup>st</sup>, 2022. NLA is working on a review of all of the alternative services authorizations in the system to ensure they do not go past the deadline. Service Coordinators are working with families and reviewing the cases to determine next steps. Gabriela Eshrati asked vendors to send Consumer Services staff, a list of Individuals who were receiving traditional services who did not participate in alternative services during the pandemic.

## **VI. Chief Consumer and Community Services Officer’s Report – Suad Bisogno for Evelyn McOmie**

Suad reviewed items in the report on behalf of Evelyn McOmie as presented in the packet.

### DEIB Training for Service Providers



NLACRC will be hosting DEIB trainings which will be made available to service providers. The upcoming training will take place by end of calendar year (December 2022). Topic: LGBT+ Best Practices

Contacts for San Fernando Valley Adult and Transition Escalated Matters

As NLACRC SFV Director position remains vacant, Emmanuel Gutierrez (egutierrez@nlacrc.org / 818-756-6242) and Donna Rentsch (drentsch@nlacrc.org / 818-756-6273), remain the primary contacts for support to escalate matters for San Fernando Valley Adult & Transition.

Contacting NLACRC Service Coordinators & Leadership

The hyperlink leading to information for families on how to escalate when having challenges contacting CSC's and/or supervisors is included below to facilitate contacting staff members.

Link:

<https://www.nlacrc.org/home/showpublisheddocument/14175/637944498923930000>

**VII. Community Services Director's Report – Arshalous Garlanian**

Arshalous reviewed the items listed in the Director's Report as presented in the packet. Highlights include:

Grant/Request for Proposal (RFP)

NLA is releasing the Enhanced Community Integration for Children and Adolescents Grant/Request for Proposal (RFP). The RFP is seeking proposal submissions to provide children and adolescents who receive regional center services integrated and inclusive social and recreational programs. DDS has created eight different project types that describe broad categories of grant projects. DDS will allocate the funding for the grants across all 21 regional centers throughout the state. NLACRC has been allocated \$848,800 to distribute amongst awardees. The deadline for Submission is January 8, 2023. All awardees must have fully executed contracts by March 2023.

Applicants Conference for RFP Proposals- November 9<sup>th</sup>, 2022 at 10:00 am.

The RFP projects are as follows: Community Connector, Community Engagement and Friendship Outreach, Education and Training, Financial Assistance, Increased Access to Culturally and Linguistically Competent Programs, Setting Modification, Transportation, Vendorization Assistant.

Request for Vendorization (RFV)

NLACRC released the Fall 2022 Request for Vendorization starting October 3<sup>rd</sup>, 2022. The projects identified through the annual Case Management Needs Survey as well as the Clinical Needs Survey, as the highest need are being sought out to request vendorization. The projects identify the area within the NLACRC catchment they are being requested, and are offered in other languages. Deadline for submission is November 13<sup>th</sup>, 2022.

Vendorization Maintenance

Submit your insurances and organizational charts to: [contract&compliance@nlacrc.org](mailto:contract&compliance@nlacrc.org).  
Provide notice of changes (address, entity, name) to: [ResourceDevelopment@nlacrc.org](mailto:ResourceDevelopment@nlacrc.org)  
Providers that have yet to complete the DS1891 compliance:  
<https://sanctionreview.com/OIGComplianceVendor/Customer.aspx/Login19>

#### AB 136 / 2019 Rate Study Implementation Update

Effective January 1, 2023, rate adjustment of 50% of the difference between rate in effect March 31, 2022, and the fully-funded rate model. Goals for rate reform include: consumer experience, equity, quality and outcomes, and system efficiencies. The goal of the Phase 3 rate increase is to enhance wages and benefits for direct services staff who spend a minimum of 75% of their time providing support, care, supervision, or assistance to consumers. Providers must maintain documentation that the percentage included for direct care staff wages and benefit costs included in the rate model is used to increase wages, salaries, or benefits of eligible staff members by at least the same percentage as provided in the rate models. Rate adjustment calculations will be uploaded to Dropbox as they become available.

#### Special Incident Report Writing Workshop

This presentation will provide NLA vendors with information and practice Special Incident Report writing. It will take place on Wednesday, November 16<sup>th</sup> at 9:30 am.

#### Tailored Day Services

At the Tailored Day Services webinar, it was noted that an individual program design template for Tailored Day Services was being developed. Arshalous shared that Resource Development can provide an outline for a program addendum in the interim of a pending directive from DDS.

### **VIII. Legislative Report – Michelle Heid**

Michelle reviewed this report as presented in the packet. A few highlights include:

#### Legislative Calendar

September 30th – Last day for the Governor to sign or veto bills passed by the legislature

October 10th – Ballots for the November General Election begin to be mailed

October 24th – Deadline to register to vote

November 8th – General Election

December 5th, 2022 – Commencement of the 2023-2024 Legislative Session

January 1st, 2023 – Effective Date of Non-Urgency Statutes

Legislation has adjourned for the year, the Governor had bills on the desk and Michelle created a spreadsheet on updates for the bills that were discussed at previous meetings.

Michelle and her team have been working hard to provide information to consumers in families in regards to voting in the November 8 General Election, and she encouraged the Committee to share the information with their consumer groups to help provide access to voting resources to the community.

All 2022 Legislative Session outcomes are presented in the October report. SB882 and AB988 were crucial bills signed into law. Among the bills vetoed was SB870 which will be resubmitted in a future session. Effective date of non-urgency statutes goes into effect on January 1, 2023.

National Disability Employment Awareness Month (NDEAM)

<https://www.dol.gov/agencies/odep/initiatives/ndeam>

October is National Disability Employment Awareness Month. This year's theme is "Disability: Part of the Equity Equation" and recognizes the important role people with disabilities play in a diverse and inclusive American workforce. National Disability Employment Awareness Month (NDEAM) is celebrated annually in October and is an opportunity to educate about supportive and inclusive employment policies and practices, and the contributions of America's workers with disabilities have made in the past and present.

## **IX. Committee Business**

### **A. Vendor Support Forum Update- Arshalous Garlanian**

NLA will host the first Vendor Support Forum on November 10th from 1-3pm. Representation from Community Services, Case Management, and Accounting will be present to help answer questions and provide opportunity for face-to-face discussion to share successful experience and current concerns/challenges when working with NLACRC. Arshalous encouraged all vendors to attend. It was noted that specific consumer information should not be shared in the open forum to protect the privacy of the individuals. Representatives from each Department will be present to further discuss confidential information privately.

### **B. Quarterly Off-Site Meeting Update- Suad Bisogno**

This meeting has been scheduled for Thursday, December 8<sup>th</sup> at 1:00 pm. Details on location will be shared as it becomes available. Suad mentioned that this will not be an official meeting and Committee Business will not be conducted during this gathering. She encouraged all vendors to attend if able.

### **C. VAC Committee Member Self-Evaluation Renomination Form**

This form was created to help members reflect on their participation and contribution to the Committee. Suad noted that in addition to the Self-Evaluation, a Chair evaluation could also be created if the Committee so chooses. It was noted that one revision needed would be to Item 3, removing the extra instance of the word "this". This form will be required for anyone who is seeking re-nomination to the committee. The Committee is being asked to approve the form for Board approval.

**M/S/C** (D. Ortiz/ K. Bermudez) To approve the VAC Committee Member Self-Evaluation Renomination Form as revised.

## **X. Committee Work Group Reports**

Suad explained that the report-outs for each category for Committee Workgroups and the Board Committees were inadvertently removed from the agenda. These report-outs have been re-added as a standing agenda item, however in the event that there is nothing to report, the section can be passed to the next item.

A. Early Start Services - Dana Kalek

Dana noted that discussion included an increase in intakes, NLA has created a separate intake department for children under the age of 3 to help expedite access to services. There is a continued need for occupational, physical and speech therapists. There is new eligibility criteria for children, decreasing the standard to a 25% delay in one area of development, increasing the number of children deemed eligible. Children exposed to Fetal Alcohol Syndrome, eligible to receive services.

B. School Age Services - Cal Enriquez

Cal shared that Kathy Robinson from PEP, explained processes related to the PEP program. Mental health service access will be heavily emphasized, along with Self-Determination for school-aged children. Ideas are being discussed on how to better serve families on a monthly basis.

C. Adult Services - Suad Bisogno, Erica Beall

At the last meeting Lissete, Workforce and Employment Specialist was introduced. She will focus on scheduling time for employment providers, which will be a monthly meeting. There is a need for protocol around the IPP process reflecting the employment outcome. Alternative transportation services are being considered, Butterfly Transportation will not be a viable option as they were only approved on an emergency basis, due to COVID-19. NLA suggested that transportation should be a generic resource, but it was determined that this will limit people's access to employment options. NLA shared that if there is a person in SDP, they are still eligible for PIP and CIE incentives. Laura Miller from Inland Regional Center, sent a flyer to share with families regarding Living Trust and Estate Planning.

**XI. Board Committee Reports**

A. Administrative Affairs - Bob Erio

Information on staffing was shared from NLA in regards to the high turnover rate. Much special effort is being put forth to remedy this issue. Vini Montague shared that the HR department is working on different measures to contain the turnover rate. An aggressive hiring plan has also been implemented, to fill vacancies.

B. Consumer Services - Erica Beall

Concerns were shared during Public Input in regards to hardships for families who are now required to comply with EVV requirements. The Self-Determination Local Advisory Committee, along with the Government and Community Relations and Consumer Services Committee, met to become more familiar with each other and to discuss barriers to the Self-Determination Policy.

4731 complaint data was deferred to the November Meeting. Service Standards were

reviewed and sent to DDS for approval before returning to the Board for a vote.

C. Government & Community Relations - Andrea Devers

There was a proposed contract for Legislative Activities that were determined and will be sent to the Board for approval. The Committee's Critical Calendar was revised to reflect the new, bi-monthly format for meetings.

D. Nominating - Suad Bisogno

Structural changes were created to the nomination process, evaluations were created and work was done to recruit more Board Members. Interested parties can contact NLA Board Support by emailing [boardsupport@nla.org](mailto:boardsupport@nla.org)

E. Strategic Planning - Kimberly Bermudez

Kimberly was unable to attend the most recent meeting, but is reviewing the Minutes and will report out at the next Committee Meeting.

**XII. Review of Meeting Action Items**

Vendor Advisory Committee Action Log was reviewed as presented in the packet  
Previous action item: Identify Consumer Services Accounting Supervisor to attend committee workgroups, has been completed as the Vendor Forum will be the solution. Vini Montague confirmed that an Accounting Supervisor will be present at the Forum.

Suad shared that DSP University standing item was not added, she requested DSP University Levels 1, 2 and 3, to be added under Committee Business for the next meeting.

VAC packets will now include reports from each NLA section that is covered by the Committee.

In regards to in-person meetings, the VAC will hold off until 2023 for further discussion.

The VAC list with email addresses has been included on the NLA website, in addition to service codes and specialties.

**XIII. Board Meeting Agenda Items**

The following items were identified for the Committee's section of the next Board Meeting agenda:

- A. Minutes of the November 3<sup>rd</sup> Meeting
- B. VAC Committee Member Self-Evaluation Renomination Form

**XII. Announcements / Information Items / Public Input**

- A. First Off-site Quarterly Committee Meeting: Thursday, December 8<sup>th</sup>, 2022 at 1:00 pm
- B. Next Meeting: Thursday, January 5<sup>th</sup>, 2023 at 9:30 am.
- C. Board Approved VAC Priorities for FY 2022-23

- D. Committee Attendance (Page 44)
- E. Committee Member Roster
- F. All inquiries to join the VAC should be submitted to: [boardsupport@nlacrc.org](mailto:boardsupport@nlacrc.org)

#### **XIV. Adjournment**

Suad Bisogno, Committee Chair adjourned the meeting at 10:49 am.

#### **XV. Committee Work Group Information:**

- A. Early Start Services (Dana Kalek)  
Contact: Dana Kalek - [dkalek@cdikids.org](mailto:dkalek@cdikids.org)  
Next workgroup meeting: Thursday, November 17th at 9am
- B. School Age Services (Cal Enriquez)  
Contact: Cal Enriquez – [cenriquez@accreditednursing.com](mailto:cenriquez@accreditednursing.com)  
Next workgroup meeting: Tuesday, January 3, 2023 at 9:30 am
- C. Adult Services (Suad Bisogno & Erica Beall)  
Contact: Suad Bisogno - [Suad@irioc.org](mailto:Suad@irioc.org)  
Next workgroup meeting: Monday, November 7th at 11am

Submitted by:

(\*) *Liliana Windover*

Executive Administrative Assistant

*(\*) The majority of these minutes are taken from the Minute Service submission and reviewed/edited as presented herein by NLACRC staff.*

**NLACRC 2021-22 Board of Trustees  
Board Meeting Attendance**

| Rolling 12-Month Attendance     | Dec-21 | Jan-22 | Feb-22 | Mar-22 | Apr-22 | May-22 | Jun-22 | Jul-22 | Aug-22 | Sep-22 | Oct-22 | Nov-22 | Dec-22 | Total    |
|---------------------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|----------|
| Board Members                   | Dark   | Board  | Board  | Board  | Board  | Board  | Board  | Board  | Board  | Board  | Board  | Board  | Dark   | Absences |
| Ana Laura Quiles, President     |        | P      | P      | P      | P      | P      | P      |        | P      | P      | P      | P      |        | 0        |
| Alma Rodriguez                  |        | P      | P      | P      | P      | P      | P      |        | P      | P      | P      | P      |        | 0        |
| Andrew Ramirez                  |        |        |        |        |        |        |        |        | P      | P      | P      | P      |        | 0        |
| Brian Gatus                     |        |        |        |        |        |        |        |        | P      | P      | P      | P      |        | 0        |
| Cathy Blin                      |        | P      | P      | P      | P      | P      | P      |        | P      | P      | P      | P      |        | 0        |
| David Coe                       |        | P      | P      | P      | P      | P      | P      |        | P      | P      | P      | P      |        | 0        |
| Nicholas Abrahms                |        | P      | P      | P      | P      | P      | P      |        | P      | P      | P      | P      |        | 0        |
| Leticia Garcia                  |        | P      | P      | Ab     | P      | P      | P      |        | P      | P      | P      | P      |        | 1        |
| George Alvarado                 |        |        |        |        |        |        |        |        | P      | P      | P      | P      |        | 0        |
| Jennifer Koster                 |        | P      | P      | P      | P      | P      | P      |        | P      | P      | P      | P      |        | 0        |
| Jordan Feinstock                |        |        |        |        |        |        |        |        | P      | P      | P      | P      |        | 0        |
| Lillian Martinez                |        | P      | P      | P      | P      | P      | P      |        | P      | P      | P      | P      |        | 0        |
| Rocio Sigala                    |        | P      | P      | P      | Ab     | P      | P      |        | P      | P      | P      | P      |        | 1        |
| Sharmila Brunjes                |        |        |        |        |        |        |        |        | P      | P      | P      | P      |        | 0        |
| Sylvia Brooks Griffin           |        | P      | P      | P      | P      | P      | P      |        | P      | P      | Ab     | Ab     |        | 2        |
| Suad Bisogno ( <i>VAC Rep</i> ) |        |        |        |        |        |        |        |        | P      | Ab     | P      | P      |        | 1        |

P = Present      Ab = Absent

Attendance Policy: In the event a Trustee shall be absent from three (3) consecutive regularly-scheduled Board meetings or from three (3) consecutive meetings of any one or more committees on which he or she may be serving, or shall be absent from five (5) regularly-scheduled Board meetings or from five (5) meetings of any one or more Committees on which he or she may be serving during any twelve (12) month period, then the Trustee shall, without any notice or further action required of the Board, be automatically deemed to have resigned from the Board effective immediately. The secretary of the Board shall mail notice of each Trustee's absences during the preceding twelve (12) month period to each Board member following each regularly-scheduled Board meeting. (policy adopted 2-10-99)

| 12-Month Attendance           | Dec-21 | Jan-22 | Feb-22 | Mar-22 | Apr-22 | May-22 | Jun-22 | Jul-22 | Aug-22 | Sep-22 | Oct-22 | Nov-22 | Dec-22 | Total           |
|-------------------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|-----------------|
| <b>Administrative Affairs</b> | Dark   |        |        |        |        |        | Dark   |        |        |        |        |        | Dark   | <b>Absences</b> |
| David Coe, Chair              |        |        |        |        |        |        |        | *P     | P      | P      | P      | P      |        | 0               |
| Alma Rodriguez                |        |        |        |        |        |        |        | *P     | P      | P      | P      | P      |        | 0               |
| Lety Garcia                   |        |        |        |        |        |        |        |        |        | P      | P      | P      |        | 0               |
| Ana Quiles                    |        | P      | P      | P      | P      | P      |        | P      | P      | P      | P      | P      |        | 0               |
| Lillian Martinez              |        | P      | P      | P      | P      | P      |        | P      | P      | P      | P      | P      |        | 0               |
| Bob Erio (VAC Rep)            |        |        |        |        |        |        |        | *P     | P      | P      | P      | P      |        | 0               |

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North Los Angeles County Regional Center  
**Consumer Advisory Committee**  
 FY22-23 Meeting Attendance

| <u>Consumer Attendee</u>       | Jan  | Feb  | Mar  | Apr  | May  | June | July | Aug  | Sept | Oct  | Nov  | Dec  | Jan  | TOTALS   |
|--------------------------------|------|------|------|------|------|------|------|------|------|------|------|------|------|----------|
| <i>*Committee Members</i>      | 2022 | 2022 | 2022 | 2022 | 2022 | 2022 | 2022 | 2022 | 2022 | 2022 | 2022 | 2022 | 2023 | Absences |
| <b>*Jennifer Koster, Chair</b> |      |      | P    |      | P    |      |      | P    | P    | P    | P    |      | P    | <b>0</b> |
| <b>*Bill Abramson</b>          | P    | P    | P    | P    | P    | P    |      | P    | P    | Ab   | P    |      | P    | <b>1</b> |
| <b>*Pam Aiona</b>              | P    | P    | P    | P    | P    | P    |      | P    | P    | P    | P    |      | P    | <b>0</b> |
| <b>*Suzanne Paggi</b>          | P    | P    | P    | P    | P    | P    |      | P    | Ab   | P    | P    |      | P    | <b>1</b> |
| <b>*Cynthia Samano</b>         | Ab   | P    | P    | P    | P    | P    |      | P    | Ab   | Ab   | P    |      | Ab   | <b>3</b> |
| Susan Good                     |      | P    |      | P    | Ab   | Ab   |      | Ab   | Ab   | Ab   | Ab   |      | Ab   |          |
| Melinda Tannan                 |      |      |      |      |      |      |      | P    | Ab   | Ab   | Ab   |      | Ab   |          |
| Lesly Forbes                   |      |      |      |      |      |      |      |      | P    | Ab   | Ab   |      | Ab   |          |
| Destry Walker                  |      |      |      |      |      |      |      |      | P    | Ab   | P    |      | Ab   |          |
| Alex Phuong                    |      |      |      |      |      |      |      |      | P    | P    | P    |      | P    |          |
| Elena Tiffany                  |      |      |      |      |      |      |      |      |      | *P   | Ab   |      | P    |          |
| Desiree Boykin                 |      |      |      |      |      |      |      |      |      | *P   | Ab   |      | P    |          |
| Kristine Mosteiro              |      |      |      |      |      |      |      |      |      |      |      |      | P    |          |

No Meeting

Voluntarily Resigned

Ab = Absent

**Membership:** Consumers who attend 5 meetings in a 12-month period can become a CAC Member

| 12-Month Attendance         | Dec-21 | Jan-22 | Feb-22 | Mar-22 | Apr-22 | May-22 | Jun-22 | Jul-22 | Aug-22 | Oct-22 | Nov-22 | Dec-22 | Total    |
|-----------------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|----------|
| Consumer Services Committee | Dark   |        |        |        |        |        | Dark   |        |        |        |        | Dark   | Absences |
| Andrew Ramirez, Chair       |        |        |        |        |        |        |        | *P     | P      | P      | P      |        | 0        |
| Cathy Blin                  |        | P      | P      | P      | P      | P      |        | Ab     | P      | P      | P      |        | 1        |
| Brian Gatus                 |        |        |        |        |        |        |        | *P     | Ab     | P      | P      |        | 1        |
| Gabriela Herrera            |        | Ab     | P      | P      | Ab     | P      |        | Ab     | P      | Ab     | P      |        | 4        |
| Sharmila Brunjes            |        |        |        |        |        |        |        | *P     | P      | Ab     | P      |        | 1        |
| Nicholas Abrahms            |        | P      | P      | P      | P      | P      |        | P      | P      | P      | P      |        | 0        |
| Rocio Sigala                |        | P      | P      | P      | Ab     | P      |        | P      | P      | P      | Ab     |        | 2        |
| George Alvarado (Bd Intern) |        |        |        |        |        |        |        | *P     | P      | P      | P      |        | 0        |
| Erica Beall (VAC Rep)       |        |        |        |        |        |        |        | *P     | P      | P      | P      |        | 0        |

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| 12-Month Attendance                                   | Oct-21 | Nov-21 | Dec-21 | Jan-22 | Feb-22 | Mar-22 | Apr-22 | May-22 | Jun-22 | Jul-22 | Aug-22 | Aug-22 | Oct-22 | Nov-22 | Dec-22 | Total    |
|-------------------------------------------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|----------|
| <b>Government &amp; Community Relations Committee</b> |        |        | Dark   |        |        |        |        |        | Dark   |        |        |        |        | Dark   | Dark   | Absences |
| <b>Andrew Ramirez</b>                                 |        |        |        |        |        |        |        |        |        | *P     | P      | P      | P      |        |        | 0        |
| <b>Cathy Blin</b>                                     | P      | P      |        | P      | P      | P      | P      | P      |        | Ab     | P      | P      | P      |        |        | 1        |
| <b>Brian Gatus</b>                                    |        |        |        |        |        |        |        |        |        | *P     | P      | Ab     | P      |        |        | 1        |
| <b>Nicholas Abrahms</b>                               | P      | P      |        | P      | P      | P      | P      | P      |        | P      | P      | P      | P      |        |        | 0        |
| <b>Gabriela Herrera</b>                               | P      | P      |        | Ab     | P      | P      | Ab     | P      |        | Ab     |        |        | Ab     |        |        | 4        |
| <b>Jordan Feinstock</b>                               |        |        |        |        |        |        |        |        |        | *P     | P      | P      | P      |        |        | 0        |
| <b>Sharmila Brunjes</b>                               |        |        |        |        |        |        |        |        |        | *P     | P      | P      | Ab     |        |        | 1        |
| <b>Rocio Sigala</b>                                   | P      | P      |        | P      | P      | P      | Ab     | P      |        | P      | P      | P      | P      |        |        | 1        |
| <b>Sylvia Brooks Griffin</b>                          | P      | P      |        | P      | Ab     | Ab     | P      | P      |        | P      | Ab     | P      | P      |        |        | 3        |
| <b>George Alvarado (Bd Intern)</b>                    |        |        |        |        |        |        |        |        |        | *P     | Ab     | P      | P      |        |        | 1        |

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| 12-Month Attendance | Dec-21 | Jan-22 | Feb-22 | Mar-22 | Apr-22 | May-22 | Jun-22 | Jul-22 | Aug-22 | Sep-22 | Oct-22 | Nov-22 | Dec-22 | Total    |
|---------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|----------|
| Executive Committee | Dark   |        |        |        |        |        | Dark   |        |        |        |        |        | Dark   | Absences |
| Leticia Garcia      |        | P      | P      | P      | P      | P      |        | P      | P      | P      | P      | P      |        | 0        |
| Lillian Martinez    |        | P      | P      | P      | P      | P      |        | P      | P      | P      | P      | P      |        | 0        |
| Ana Quiles          |        | P      | P      | P      | P      | P      |        | P      | P      | P      | P      | P      |        | 0        |
| David Coe           |        |        |        |        |        |        |        | *P     | P      | P      | P      | P      |        | 0        |
| Rocio Sigala        |        |        |        |        |        |        |        | *P     | P      | P      | Ab     | P      |        | 1        |
| Alma Rodriguez      |        |        |        |        |        |        |        | *P     | P      | P      | P      | P      |        | 0        |

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| 12-Month Attendance  | Nov-21 | Dec-21 | Jan-22 | Feb-22 | Mar-22 | 4/1/2022 | 4/18/2022 | May-22 | Jun-22 | Jul-22 | Aug-22 | 9/7/2022 | 9/20/2022 | Oct-22 | Nov-22 | Total    |
|----------------------|--------|--------|--------|--------|--------|----------|-----------|--------|--------|--------|--------|----------|-----------|--------|--------|----------|
| Nominating Committee | Dark   | Dark   |        |        |        |          |           | Dark   | Dark   | Dark   | Dark   |          |           |        |        | Absences |
| David Coe            |        |        |        |        |        |          |           |        |        |        |        | P        | Ab        | P      | P      | 1        |
| Lillian Martinez     |        |        |        |        |        |          |           |        |        |        |        | P        | P         | P      | P      | 0        |
| Jennifer Koster      |        |        |        |        |        |          |           |        |        |        |        | P        | P         | P      | Ab     | 1        |
| Ana Quiles           |        |        |        | *P     | P      | P        | P         |        |        |        |        | P        | P         | P      | P      | 0        |
| Suad Bisogno         |        |        |        |        |        |          |           |        |        |        |        | P        | P         | P      | P      | 0        |

P = Present      Ab = Absent

\* = Joined Committee

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| 12-Month Attendance           | Nov-21 | Dec-21 | Jan-22 | Feb-22 | Mar-22 | Apr-22 | May-22 | Jun-22 | Jul-22 | Aug-22 | Sep-22 | Oct-22 | Nov-22 | Dec-22 | Total    |
|-------------------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|----------|
| Post-Retirement Medical Trust | Dark   | Dark   |        | Dark   | Dark   |        | Dark   | Dark   |        | Dark   | Dark   |        | Dark   | Dark   | Absences |
| Ana Quiles                    |        |        | P      |        |        | P      |        |        | P      |        |        | Ab     |        |        | 1        |
| Alma Rodriguez                |        |        |        |        |        |        |        |        | *P     |        |        | Ab     |        |        | 1        |
| David Coe                     |        |        |        |        |        |        |        |        | *P     |        |        | P      |        |        | 0        |

P = Present      Ab = Absent

\* = Joined Committee

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| 12-Month Attendance | Dec-21 | Jan-22 | 31-Jan | Feb-22 | Mar-22 | Apr-22 | 2-May | 23-May | 31-May | Jun-22 | Jul-22 | Aug-22 | Aug-22 | Sep-22 | #### | Nov-22 | Total    |
|---------------------|--------|--------|--------|--------|--------|--------|-------|--------|--------|--------|--------|--------|--------|--------|------|--------|----------|
| Strategic Planning  |        |        |        |        |        | Dark   |       |        |        | Dark   | Dark   |        |        |        |      |        | Absences |
| Sharmila Brunjes    |        |        |        |        |        |        |       |        |        |        |        |        |        | P      | P    | P      | 0        |
| Lety Garcia         | P      | P      | P      | P      | P      |        | P     | P      | P      |        |        | P      | P      | P      | P    | P      | 0        |
| Brian Gatus         |        |        |        |        |        |        |       |        |        |        |        |        |        | Ab     | Ab   | P      | 2        |
| Lillian Martinez    | P      | P      | P      | P      | P      |        | P     | P      | P      |        |        | P      | P      | P      | P    | P      | 0        |
| Ana Quiles          | P      | P      | P      | P      | P      |        | P     | P      | P      |        |        | P      | P      | P      | P    | P      | 0        |
| Alma Rodriguez      |        |        |        |        |        |        |       |        |        |        |        |        |        | P      | P    | P      | 0        |
| VAC Rep (Open)      |        |        |        |        |        |        |       |        |        |        |        |        |        |        |      |        | 0        |

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| 12-Month Attendance              | Jan-22 | Feb-22 | Mar-22 | Apr-22 | May-22 | Jun-22 | Jul-22 | Aug-22 | Sep-22 | Oct-22 | Nov-22 | Dec-22      | Jan-23 | Total           |
|----------------------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|-------------|--------|-----------------|
| <b>Vendor Advisory Committee</b> |        |        |        |        |        |        |        |        |        |        |        | <b>Dark</b> |        | <b>Absences</b> |
| Suad Bisogno, Chair              | P      | P      | Ab     | P      | P      | P      |        | P      | P      | P      | P      |             | P      | 1               |
| Alex Kopilevich                  | P      | P      | P      | P      | P      | P      |        | P      | P      | P      | P      |             | P      | 0               |
| Andrea Devers                    |        |        |        |        |        |        |        | * P    | P      | P      | P      |             | P      | 0               |
| Bob Erio                         | P      | P      | P      | P      | P      | P      |        | P      | P      | P      | P      |             | P      | 0               |
| Cal Enriquez                     | P      | P      | P      | P      | P      | P      |        | Ab     | P      | P      | P      |             | P      | 1               |
| Catherine Carpenter              | P      | P      | P      | P      | P      | Ab     |        | P      | P      | P      | Ab     |             | P      | 2               |
| Dana Kalek                       | P      | P      | P      | P      | P      | P      |        | P      | P      | P      | P      |             | P      | 0               |
| Daniel Ortiz                     | P      | P      | P      | Ab     | P      | P      |        | P      | P      | P      | P      |             | Ab     | 2               |
| Don Lucas                        | P      | P      | Ab     | P      | P      | P      |        | P      | Ab     | P      | P      |             | P      | 2               |
| Erica Beall                      | P      | Ab     | P      | P      | P      | P      |        | P      | P      | P      | P      |             | P      | 1               |
| Jodie Agnew Navarro              | P      | P      | P      | P      | P      | P      |        | P      | P      | P      | P      |             | P      | 0               |
| Lisa Williamsen                  |        |        |        |        |        |        |        | * P    | P      | P      | P      |             | P      | 0               |
| Nick Vukotic                     | Ab     | P      | P      | P      | P      | P      |        | P      | P      | P      | P      |             | P      | 1               |
| Rosalyn Daggs                    |        |        |        |        |        |        |        | * P    | P      | P      | P      |             | Ab     | 1               |

P = Present      Ab = Absent

Attendance Policy: In the event a Trustee shall be absent from three (3) consecutive regularly-scheduled Board meetings or from three (3) consecutive meetings of any one or more committees on which he or she may be serving, or shall be absent from five (5) regularly-scheduled Board meetings or from five (5) meetings of any one or more Committees on which he or she may be serving during any twelve (12) month period, then the Trustee shall, without any notice or further action required of the Board, be automatically deemed to have resigned from the Board effective immediately. The secretary of the Board shall mail notice of each Trustee's absences during the preceding twelve (12) month period to each Board member following each regularly-scheduled Board meeting. (policy adopted 2-10-99)



North Los Angeles County Regional Center  
 FY 2021-22 Board of Trustees  
 Board and Committee Time Report

Fiscal Year 2022-2023

(Rounded to the nearest quarter of an hour.)

| Committee                              | Jul-22  |          |              |              | Aug-22   |          |              |              | Sep-22   |          |              |              |
|----------------------------------------|---------|----------|--------------|--------------|----------|----------|--------------|--------------|----------|----------|--------------|--------------|
|                                        | Start   | End      | Total Time   | Rounded      | Start    | End      | Total Time   | Rounded      | Start    | End      | Total Time   | Rounded      |
| New Board Member Orientation           | 3:00 PM | 5:15 PM  | 02:15        | 2:15         |          |          |              |              |          |          |              |              |
| Administrative Affairs                 | 6:15 PM | 8:31 PM  | 02:16        | 2:15         | 6:02 PM  | 8:00 PM  | 01:58        | 2:00         | 6:02 PM  | 7:41 PM  | 1:39         | 1:45         |
| Board Meeting                          |         |          |              |              | 6:30 PM  | 8:30 PM  | 02:00        | 2:00         | 6:30 PM  | 8:21 PM  | 1:51         | 1:45         |
| Consumer Advisory                      |         |          |              |              | 11:24 AM | 12:42 PM | 01:18        | 1:15         | 11:10 AM | 1:03 PM  | 1:53         | 2:00         |
| Consumer Services                      | 6:05 PM | 9:44 PM  | 03:39        | 3:45         | 6:01 PM  | 7:40 PM  | 01:39        | 1:45         | 7:42 PM  | 9:54 PM  | 2:12         | 2:15         |
| Executive                              | 8:32 PM | 10:56 PM | 02:24        | 2:30         | 8:01 PM  | 10:23 PM | 02:22        | 2:15         |          |          |              |              |
| Government and Community Relations (*) |         |          |              |              | 6:03 PM  | 8:48 PM  | 02:45        | 2:45         |          |          |              |              |
| Government and Community Relations     | 9:51 PM | 9:59 PM  | 00:08        | 0:15         | 7:42 PM  | 9:28 PM  | 01:46        | 1:45         |          |          |              |              |
| Nominating                             |         |          |              |              |          |          |              |              | 5:34 PM  | 7:18 PM  | 1:44         | 1:45         |
| Nominating                             |         |          |              |              |          |          |              |              | 5:33 PM  | 7:16 PM  | 1:43         | 1:45         |
| Strategic Planning                     |         |          |              |              | 6:02 PM  | 8:45 PM  | 02:43        | 2:45         |          |          |              |              |
| Strategic Planning                     |         |          |              |              | 6:03 PM  | 7:33 PM  | 01:30        | 1:30         | 6:04 PM  | 8:11 PM  | 2:07         | 2:00         |
| Post Retirement Medical Trust          | 5:30 PM | 6:12 PM  | 00:42        | 0:45         |          |          |              |              |          |          |              |              |
| Vendor Advisory                        |         |          |              |              | 9:30 AM  | 11:46 AM | 02:16        | 2:15         | 9:31 AM  | 11:47 AM | 2:16         | 2:15         |
| <b>Total Hours/Month</b>               |         |          | <b>11:24</b> | <b>11:45</b> |          |          | <b>20:17</b> | <b>20:15</b> |          |          | <b>15:25</b> | <b>15:30</b> |

North Los Angeles County Regional Center  
 FY 2021-22 Board of Trustees  
 Board and Committee Time Report

Fiscal Year 2022-2023

(Rounded to the nearest quarter of an hour.)

(Rounded to the nearest quarter of an hour.)

| Committee                              | Oct-22  |          |              |              | Nov-22  |          |             |              | Dec-22 | Jan-23  |          |             |             |
|----------------------------------------|---------|----------|--------------|--------------|---------|----------|-------------|--------------|--------|---------|----------|-------------|-------------|
|                                        | Start   | End      | Total Time   | Rounded      | Start   | End      | Total Time  | Rounded      | DARK   | Start   | End      | Total Time  | Rounded     |
| New Board Member Orientation           |         |          |              |              |         |          |             |              |        |         |          |             |             |
| Administrative Affairs                 | 6:17 PM | 7:40 PM  | 01:23        | 1:30         | 6:00 PM | 6:56 PM  | 00:56       | 1:00         |        |         |          |             |             |
| Board Meeting                          | 6:30 PM | 8:22 PM  | 01:52        | 1:45         | 6:31 PM | 8:17 PM  | 01:46       | 1:45         |        |         |          |             |             |
| Consumer Advisory                      | 3:10 PM | 4:08 PM  | 00:58        | 1:00         | 3:05 PM | 4:56 PM  | 01:51       | 1:45         |        | 3:08 PM | 3:53 PM  | 00:45       | 0:45        |
| Consumer Services                      | 6:02 PM | 7:42 PM  | 01:40        | 1:45         | 6:08 PM | 7:18 PM  | 01:10       | 1:15         |        |         |          |             |             |
| Executive                              | 7:41 PM | 8:50 PM  | 01:09        | 1:15         | 7:30 PM | 8:59 PM  | 01:29       | 1:30         |        |         |          |             |             |
| Government and Community Relations (*) |         |          |              |              |         |          |             |              |        |         |          |             |             |
| Government and Community Relations     | 7:43 PM | 9:51 PM  | 02:08        | 2:15         |         |          |             |              |        |         |          |             |             |
| Nominating                             | 5:31 PM | 7:17 PM  | 01:46        | 1:45         |         |          |             |              |        |         |          |             |             |
| Nominating                             |         |          |              |              |         |          |             |              |        |         |          |             |             |
| Strategic Planning                     | 6:02 PM | 7:17 PM  | 01:15        | 1:15         | 6:00 PM | 7:24 PM  | 01:24       | 1:30         |        |         |          |             |             |
| Strategic Planning                     |         |          |              |              |         |          |             |              |        |         |          |             |             |
| Post Retirement Medical Trust          | 5:33 PM | 6:15 PM  | 00:42        | 0:45         |         |          |             |              |        |         |          |             |             |
| Vendor Advisory                        | 9:39 AM | 11:47 AM | 02:08        | 2:15         | 9:34 AM | 10:49 AM | 01:15       | 1:15         |        | 9:30 AM | 10:34 AM | 01:04       | 1:00        |
| <b>Total Hours/Month</b>               |         |          | <b>15:01</b> | <b>15:30</b> |         |          | <b>9:51</b> | <b>10:00</b> |        |         |          | <b>1:49</b> | <b>1:45</b> |

North Los Angeles County Regional Center

**ALPHABET SOUP**

|          |                                                                                 |
|----------|---------------------------------------------------------------------------------|
| AAIDD    | - American Association on Intellectual and Developmental Disabilities           |
| AAP      | - Adoption Assistance Program                                                   |
| AB       | - Assembly Bill (State)                                                         |
| ABLE Act | - The “Achieving a Better Life Experience” (ABLE) Act of 2014                   |
| ACRC     | - Alta California Regional Center                                               |
| ADA      | - Americans with Disabilities Act                                               |
| ADC      | - Adult Development Center                                                      |
| AFPF     | - Annual Family Program Fee                                                     |
| AIS      | - ARCA Information Systems                                                      |
| ARCA     | - Association of Regional Center Agencies                                       |
| ARFPSHN  | - Adult Residential Facility for Persons with Specialized Healthcare Needs      |
| BCBA     | - Board-Certified Behavior Analyst                                              |
| CAC      | - Consumer Advisory Committee                                                   |
| CAL-ARF  | - California Association of Rehabilitation Facilities                           |
| CAL-TASH | - The Association for Persons with Severe Handicaps                             |
| CARF     | - Commission on Accreditation of Rehabilitation Facilities                      |
| CASA     | - Community Advocacy Services Association                                       |
| CASHPCR  | - California Association of State Hospitals-Parent Councils for<br>the Retarded |
| CCF      | - Community Care Facility                                                       |
| CCL      | - Community Care Licensing                                                      |
| CCR      | - California Code of Regulations                                                |
| CCS      | - California Children’s Services (State and County)                             |
| CDCAN    | - California Disability Community Action Network                                |
| CDE      | - Comprehensive Diagnostic Evaluation                                           |
| CDER     | - Client Development Evaluation Report                                          |
| CIE      | - Competitive Integrated Employment                                             |
| CMS      | - Centers for Medicare and Medicaid Services (formerly HCFA)                    |
| CMIS     | - Client Management Information System                                          |
| COEC     | - Community Outreach and Education Committee (ARCA)                             |
| COLA     | - Cost of Living Adjustment                                                     |
| CP       | - Cerebral Palsy                                                                |
| CPES     | - Community Provider of Enrichment Services                                     |
| CPP      | - Community Placement Plan                                                      |
| CRDP     | - Community Resource Development Plan                                           |
| CSC      | - Consumer Service Coordinator                                                  |

|            |                                                                       |
|------------|-----------------------------------------------------------------------|
| CSLA       | - Community Supported Living Arrangement                              |
| CVRC       | - Central Valley Regional Center                                      |
| DAC        | - Day Activity Center                                                 |
| DCFS       | - Department of Children and Family Services (County)                 |
| DD         | - Developmental Disabilities                                          |
| DD Council | - State Council on Developmental Disabilities                         |
| DDS        | - Department of Developmental Services (State)                        |
| DHCS       | - Department of Health Care Services                                  |
| DHS        | - Department of Health Services (State)                               |
| DOE        | - Department of Education (State and Federal)                         |
| DOF        | - Department of Finance                                               |
| DOH        | - Department of Health                                                |
| DOR/DR     | - Department of Rehabilitation                                        |
| DPSS       | - Department of Public Social Services (County)                       |
| DRC        | - Disability Rights California (formerly Protection & Advocacy, Inc.) |
| DSM        | - Diagnostic and Statistical Manual of Mental Disorders               |
| DSP        | - Direct Support Professional                                         |
| DSS        | - Department of Social Services (State)                               |
| DOR        | - Department of Rehabilitation (State)                                |
| DRC        | - Disability Rights California (formerly Protection & Advocacy)       |
| DTT        | - Discrete Trial Training                                             |
| DVU        | - Disability Voices United                                            |
| EBSH       | - Enhanced Behavioral Support Home                                    |
| ECF        | - Exceptional Children's Foundation                                   |
| EDD        | - Employment Development Department (State)                           |
| EDMS       | - Electronic Document Management System                               |
| ELARC      | - Eastern Los Angeles Regional Center                                 |
| EPSDT      | - Early and Periodic Screening, Diagnosis, and Treatment              |
| FACT       | - Foundation for Advocacy, Conservatorship, and Trust of CA           |
| FCPP       | - Family Cost Participation Program                                   |
| FDC        | - Fairview Developmental Center                                       |
| FEMA       | - Federal Emergency Management Assistance                             |
| FETA       | - Family Empowerment Team in Action                                   |
| FHA        | - Family Home Agency                                                  |
| FMS        | - Financial Management Service                                        |
| FNRC       | - Far Northern Regional Center                                        |
| FSA        | - Flexible Spending Account                                           |

|           |                                                                    |
|-----------|--------------------------------------------------------------------|
| GGRC      | - Golden Gate Regional Center                                      |
| HCBS      | - Home and Community Based Services (Waiver)                       |
| HCFA      | - Health Care Financing Administration (now called CMMS)           |
| HIPAA     | - Health Insurance Portability and Accountability Act              |
| HOPE      | - Home Ownership for Personal Empowerment                          |
| HRC       | - Harbor Regional Center                                           |
| HUD       | - Housing and Urban Development (Federal)                          |
| ICB Model | - Individualized Choice Budget Model                               |
| ICC       | - Inter-agency Coordinating Council                                |
| ICC       | - Integrated Community Collaborative/Intregadoras                  |
| ICF       | - Intermediate Care Facility                                       |
| ICF/DD    | - Intermediate Care Facility/Developmentally Disabled              |
| ICF/DD-H  | - Intermediate Care Facility/Developmentally Disabled-Habilitative |
| ICF/DD-N  | - Intermediate Care Facility/Developmentally Disabled-Nursing      |
| ICF/SPA   | - Intermediate Care Facility/State Plan Amendment                  |
| IDEA      | - Individuals with Disabilities Education Act                      |
| IDEIA     | - Individuals with Disabilities Education Improvement Act          |
| IDP       | - Individual Development Plan                                      |
| IDT       | - Inter-disciplinary Team                                          |
| IEP       | - Individual Educational Plan                                      |
| IFSP      | - Individual Family Service Plan                                   |
| IHP       | - Individual Habilitation Plan                                     |
| IHSS      | - In-Home Supportive Services                                      |
| ILC       | - Independent Living Center                                        |
| ILS       | - Independent Living Services                                      |
| IMD       | - Institutes of Mental Disease                                     |
| IPP       | - Individual Program Plan                                          |
| IRC       | - Inland Regional Center                                           |
| ISP       | - Individual Service Plan                                          |
| KRC       | - Kern Regional Center                                             |
| LACHD     | - Los Angeles County Health Department                             |
| LACDMH    | - Los Angeles County Department of Mental Health                   |
| LACTC     | - Los Angeles County Transportation Commission                     |
| LADOT     | - Los Angeles Department of Transportation (City)                  |
| LAUSD     | - Los Angeles Unified School District                              |

|           |                                                                                  |
|-----------|----------------------------------------------------------------------------------|
| LCSW      | - Licensed Clinical Social Worker                                                |
| LDC       | - Lanterman Developmental Center                                                 |
| LEA       | - Local Education Agency                                                         |
| LICA      | - Local Interagency Coordination Area                                            |
| LRC       | - Lanterman Regional Center                                                      |
| MCH       | - Maternal and Child Health                                                      |
| MFCC      | - Marriage, Family and Child Counselor                                           |
| MHRC      | - Mental Health Rehabilitation Center                                            |
| MMIS      | - Medicaid Management Information System                                         |
| MSW       | - Masters in Social Work                                                         |
| NADD      | - National Association for the Dually Diagnosed                                  |
| NASDDDS   | - National Association of State Directors of Developmental Disabilities Services |
| NBRC      | - North Bay Regional Center                                                      |
| NLACRC    | - North Los Angeles County Regional Center                                       |
| OAH       | - Office of Administrative Hearings                                              |
| OCRA      | - Office of Client Rights Advocacy                                               |
| OPS       | - Operations funds (for Regional Centers)                                        |
| OSEP      | - Office of Special Education Programs                                           |
| OSERS     | - Office of Special Education and Rehabilitative Services                        |
| OSHA      | - Occupational Safety and Health Administration                                  |
| OT        | - Occupational Therapy                                                           |
| PAI       | - Protection and Advocacy, Inc. (now called Disability Rights CA)                |
| PDD       | - Pervasive Developmental Disorder                                               |
| PDC       | - Porterville Developmental Center                                               |
| PDF       | - Program Development Fund                                                       |
| PEP       | - Purchase of Service Expenditure Projection (formerly SOAR)                     |
| PEPRA     | - Public Employees' Pension Reform Act                                           |
| PERS      | - Public Employees' Retirement System                                            |
| PET       | - Psychiatric Emergency Team                                                     |
| PIP       | - Paid Internship Program                                                        |
| PL 94-142 | - Public Law 94-142 (Right to Education Bill)                                    |
| PMRT      | - Psychiatric Mobile Response Team                                               |
| POLST     | - Physician Orders for Life-Sustaining Treatment                                 |
| POS       | - Purchase of Services funds (for Regional Centers)                              |
| PRMT      | - Post-Retirement Medical Trust                                                  |

|        |                                                           |
|--------|-----------------------------------------------------------|
| PRRS   | - Prevention Resources and Referral Services              |
| PRUCOL | - Permanently Residing in the U.S. Under Color of the Law |
| PT     | - Physical Therapy                                        |
| QMRP   | - Qualified Mental Retardation Professional               |
| RC     | - Regional Center                                         |
| RCEB   | - Regional Center of the East Bay                         |
| RCFE   | - Residential Care Facility for the Elderly               |
| RCOC   | - Regional Center of Orange County                        |
| RCRC   | - Redwood Coast Regional Center                           |
| RDP    | - Resource Development Plan                               |
| RFP    | - Request for Proposals                                   |
| RRDP   | - Regional Resource Development Project                   |
| RSST   | - Residential Service Specialist Training                 |
| SARC   | - San Andreas Regional Center                             |
| SB     | - Senate Bill (State)                                     |
| SCDD   | - State Council on Developmental Disabilities             |
| SCIHLP | - Southern CA Integrated Health and Living Project        |
| SCLARC | - South Central Los Angeles Regional Center               |
| SDRC   | - San Diego Regional Center                               |
| SDC    | - Sonoma Developmental Center                             |
| SDP    | - Self-Determination Program                              |
| SDS    | - Self-Directed Services                                  |
| SEIU   | - Service Employees' International Union                  |
| SELPA  | - Special Education Local Plan Area                       |
| SG/PRC | - San Gabriel/Pomona Regional Center                      |
| SLS    | - Supported Living Services                               |
| SMA    | - Schedule of Maximum Allowances (Medi-Cal)               |
| SNF    | - Skilled Nursing Facility                                |
| SOAR   | - Sufficiency of Allocation Report (see PEP)              |
| SOCCO  | - Society of Community Care Home Operators                |
| SPA    | - State Plan Amendment                                    |
| SRF    | - Specialized Residential Facility                        |
| SSA    | - Social Security Administration                          |
| SSDI   | - Social Security Disability Insurance                    |
| SSI    | - Supplemental Security Income                            |
| SSP    | - State Supplementary Program                             |

- TASH - The Association for the Severely Handicapped
- TCRC - Tri-Counties Regional Center
  
- UAP - University Affiliated Program
- UCI - Unique Client Identifier
- UCP - United Cerebral Palsy
- UFS - Uniform Fiscal System
  
- VAC - Vendor Advisory Committee
- VIA - Valley Industry Association (Santa Clarita Valley)
- VICA - Valley Industry & Commerce Association (San Fernando Valley)
- VMRC - Valley Mountain Regional Center
  
- WAP - Work Activity Program
- WIOA - Workforce Innovation and Opportunity Act

[alphabetsoup] January 7, 2021



North Los Angeles County Regional Center  
Board of Trustees

**Meeting Evaluation**

Name: \_\_\_\_\_

Comments: \_\_\_\_\_

1. Did the meeting follow the agenda? Yes \_\_\_ No \_\_\_

2. Did the meeting begin as scheduled? Yes \_\_\_ No \_\_\_

3. Did the meeting end as scheduled? Yes \_\_\_ No \_\_\_

4. Did you receive written or verbal information about the issues on the agenda? Yes \_\_\_ No \_\_\_

5. Did the information received enable you to make informed decisions? Yes \_\_\_ No \_\_\_

6. Did the issues concern:

a. Consumers? Yes \_\_\_ No \_\_\_

b. Board operations? Yes \_\_\_ No \_\_\_

c. Committee business? Yes \_\_\_ No \_\_\_

d. Center operations? Yes \_\_\_ No \_\_\_

e. None of the above? (please specify below)

\_\_\_\_\_  
\_\_\_\_\_

7. Did you feel prepared to participate in the meeting? Yes \_\_\_ No \_\_\_

8. What would you like more information about?

\_\_\_\_\_  
\_\_\_\_\_